

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Request for Salary Review

I hope this message finds you well. I am writing to formally request a review of my current salary based on my contributions and performance over the past [duration, e.g., year, six months].

Since joining [Company's Name] in [start date], I have taken on additional responsibilities and have consistently strived to exceed expectations. Some of my key achievements include:

- [Achievement 1: Describe specific contributions or projects]
- [Achievement 2: Describe specific contributions or projects]
- [Achievement 3: Describe specific contributions or projects]

In addition to my contributions, I have researched industry compensation standards and found that my current salary is [briefly describe the comparison, e.g., below the average for similar roles in our industry].

I am truly passionate about my role and the company, and I believe that my performance justifies a salary adjustment. I would appreciate the opportunity to discuss this matter further and look forward to your feedback.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]