

[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],

I hope this message finds you well. I am writing to formally request a review of my current salary. Since joining [Company Name] in [Year], I have taken on additional responsibilities, including [specific examples of contributions or achievements].

I believe my efforts have positively impacted the team and the company as a whole. I am committed to continuing this momentum and contributing further to our success.

I would appreciate the opportunity to discuss a potential salary adjustment that reflects my contributions and the growth of my role.

Thank you for considering my request.

Sincerely,  
[Your Name]