

[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 meeting to discuss the possibility of a salary adjustment. Over the past [duration], I have taken on additional responsibilities and contributed significantly to our team's success by [specific examples of your contributions].

Given these contributions and the current market standards for my role, I would like to explore the potential for a pay raise. I believe my efforts have added substantial value to the team and the company as a whole.

Thank you for considering my request. I look forward to the opportunity to discuss this matter further.

Sincerely,
[Your Name]