

[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 and to discuss the possibility of a wage increase.

Since my start date on [Start Date], I have taken on additional responsibilities, including [List specific responsibilities or projects], and have consistently [Describe achievements, contributions, or impact on the company].

Given my contributions and the current market trends, I believe a review of my compensation is warranted. I have researched comparable positions in our industry and found that my current salary is below the average for my role.

I would appreciate the opportunity to discuss this matter with you at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position]