

[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 letter finds you well. I am writing to formally request a review of my current salary. I have thoroughly enjoyed my time at [Company's Name] and am proud to be a part of our team.

Over the past [duration], I have taken on additional responsibilities, including [specific examples], and have consistently [mention achievements or contributions]. I believe these efforts have contributed positively to our team's success.

In light of these contributions and the current market trends, I would appreciate the opportunity to discuss a salary adjustment that reflects my role and performance. I am confident that an enhancement in my salary is warranted based on my contributions and market standards.

I would be grateful if we could schedule a meeting to discuss this matter further. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]