

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company 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. Over the past [duration], I have taken on additional responsibilities, including [specific examples of your contributions and achievements].

I believe that my efforts have positively impacted [mention how your work has benefited the team or company]. Given these contributions and my commitment to [Company Name], I would appreciate the opportunity to discuss a salary adjustment that reflects my current role and market standards.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,
[Your Name]