

[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. I have been with [Company Name] for [duration] and have taken on additional responsibilities such as [specific tasks or projects].

In light of my contributions and the positive impact on our team, I believe a pay adjustment is warranted. I have researched the current market rates for my position and found that my salary is below the average for similar roles in our industry.

I am dedicated to [Company Name] and look forward to continuing to contribute to our success. I would appreciate the opportunity to meet and discuss this further.

Thank you for considering my request.

Sincerely,
[Your Name]