

[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. Over the past [time period] in my role as [Your Job Title], I have taken on additional responsibilities and contributed significantly to our team's success.

In the past [specific accomplishments or contributions], I have [describe contributions, results, or impact on the company]. These efforts have not only enhanced our team's performance but have also driven [mention any relevant metrics, improvements, or goals achieved].

Considering the additional responsibilities I've embraced and my contributions to [specific projects or company goals], I believe a salary adjustment is warranted. According to market research and industry standards, the average salary for my position is [mention salary range], and my current compensation is below this range.

I am committed to continuing my professional growth and contributing to our team's success. I would appreciate the opportunity to discuss this matter further and explore the possibility of a pay rise.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]