

[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 discuss the possibility of a salary review in light of my contributions to [Company's Name] and the value I bring to our team.

Over the past [duration], I have taken on additional responsibilities, including [specific responsibilities or projects], which have positively impacted our goals by [specific outcomes, metrics, or achievements]. My commitment to [Company's objectives or values] has remained steadfast, and I have consistently sought ways to improve my performance and support my colleagues.

Based on my research regarding industry standards and my current contributions, I believe that a salary adjustment is warranted. According to [source of salary data or market research], my role typically commands a salary in the range of [salary range].

I would appreciate the opportunity to discuss this matter further and explore how my contributions align with the company's goals. Please let me know a convenient time for us to meet, as I value your feedback and guidance on this topic.

Thank you for considering my request. I look forward to our conversation.

Sincerely,

[Your Name]  
[Your Job Title]