

[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. Since joining [Company Name] [duration] ago, I have taken on additional responsibilities and have made significant contributions, including [specific accomplishments or contributions]. Considering my performance and the current market rates for my position, I believe a pay increase is warranted. I would appreciate the opportunity to discuss this matter further at your convenience.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]