

[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. Since joining [Company's Name] on [start date], I have taken on various responsibilities and contributed to [mention specific achievements or projects].

Based on my research of market rates for similar positions and considering my contributions, I believe an adjustment in my salary is appropriate. I am requesting an increase to [desired salary or percentage increase], which I feel reflects my value to the team and the organization.

I appreciate your consideration of this request and would be happy to discuss this matter further at your earliest convenience. Thank you for your understanding and support.

Sincerely,
[Your Name]