

[Your Name]

[Your Job Title]

[Your Department]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

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 [duration], I have taken on additional responsibilities and have contributed significantly to [specific projects, achievements, or metrics that demonstrate your impact].

I believe my contributions, along with my continued professional development, merit a reconsideration of my compensation. In researching industry standards for my position, I have found that my current salary is below the average for comparable roles.

I would appreciate the opportunity to discuss this matter further and explore the possibility of a salary adjustment. Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]