

[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 salary review based on my contributions and the evolving responsibilities of my role as [Your Job Title] within [Company's Name].

Since joining the team [duration of time, e.g., "over two years ago"], I have taken on several key projects and responsibilities, including [mention specific achievements, projects, or additional duties]. These contributions have [explain the positive impact on the team, project outcomes, or company goals].

In reviewing market standards and considering the increased scope of my work, I believe that a salary increase of [specific percentage or amount] would be appropriate. This adjustment would not only reflect my contributions but also align with industry benchmarks for similar roles. I am committed to continuing my professional development and contributing to the success of our team. 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 hearing from you soon.

Warm regards,

[Your Name]  
[Your Job Title]