

[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 in light of my recent professional development achievements and contributions to our team.

Over the past year, I have taken several steps to enhance my skills and bring additional value to [Company's Name]. This includes:

- Successfully completing [Course/Certification] which has improved my [specific skills or knowledge].
- Leading [Project/Initiative] that resulted in [quantifiable achievement], demonstrating my commitment to our goals.
- Receiving positive feedback from clients and colleagues, particularly on [specific instance or project].

Given these contributions and my continuous efforts to grow professionally, I believe a salary adjustment is warranted. I am committed to [Company's Name] and excited about what we can achieve together moving forward.

Thank you for considering my request. I look forward to discussing this matter with you and am open to a meeting at your earliest convenience.

Sincerely,
[Your Name]