

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request an update regarding my salary. I believe that my contributions to the team and my ongoing commitment to the company justify this request.

Since my last salary review, I have taken on additional responsibilities and successfully completed several projects that have positively impacted our department. I would appreciate it if you could review my current salary and consider a possible adjustment.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]