

# Salary Review Submission

Date: [Insert Date]

To: [Manager's Name]  
[Company Name]  
[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary. Since my last evaluation, I have taken on additional responsibilities, including [list specific responsibilities or projects], and have contributed to [highlight achievements or positive impacts on the company].

Given my contributions and the current market standards for my role, I believe a salary adjustment would be appropriate. I would greatly appreciate the opportunity to discuss this matter further at your earliest convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]