

[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 promotion to [New Position Title] and the additional responsibilities that accompany this role. Over the past [duration since last salary review], I have taken on significant projects that have contributed to [mention specific contributions or value added to the company].

According to my research and the market standards for [New Position Title] within our industry, I believe an adjustment in my salary to [proposed salary] would be appropriate and align with my contributions and expectations for this role.

I would appreciate the opportunity to discuss this matter further. I am confident that we can come to a mutually beneficial agreement. Thank you for considering my request, and I look forward to your response.

Warm regards,  
[Your Name]