

[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 inquire about the possibility of a salary review based on my performance and contributions to [Company's Name] over the past [duration].

Since my last salary assessment, I have taken on additional responsibilities and have successfully [mention any specific achievements or contributions]. I believe that these efforts warrant consideration for a review of my current salary.

I value my position at [Company's Name] and am committed to continuing to contribute positively to our team's goals. I would appreciate the opportunity to discuss this matter further at your convenience.

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

Sincerely,
[Your Name]