

Subject: Salary Expectations Inquiry for Performance Review Meeting

Dear [Manager's Name],

I hope this message finds you well. As we approach my performance review meeting scheduled for [date], I would like to discuss my current salary expectations.

Over the past [duration], I have taken on additional responsibilities and have contributed to [specific achievements or projects]. I believe it is an appropriate time to evaluate my compensation in light of these contributions.

I would appreciate the opportunity to discuss my salary expectations during our meeting. Thank you for considering my request.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]