

Salary Review Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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. I have been with [Company's Name] for [duration] and have contributed to [briefly mention key achievements or responsibilities].

Considering my contributions and the current market trends, I believe it is an appropriate time to discuss a potential salary adjustment. I would appreciate the opportunity to meet and discuss this matter further at your earliest convenience.

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

Sincerely,

[Your Name]