

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company 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 package and to discuss the possibility of a bonus consideration due to my contributions over the past year.

During my time in my current role, I have successfully [insert specific achievements, projects, or contributions that demonstrate your value to the company]. I believe these efforts have had a positive impact on our team's performance and the company's overall goals.

Given my contributions and achievements, I respectfully request a review of my salary package, including the opportunity for a bonus for the upcoming performance review cycle. I believe this adjustment would reflect my commitment and the value I bring to [Company Name].

Thank you for considering my request. I am looking forward to discussing this matter with you further.

Sincerely,

[Your Name]