

Subject: Request for Salary Review

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary. Since joining [Company Name] as [Your Position] on [Start Date], I have taken on additional responsibilities and have actively contributed to our team's success, including [mention specific achievements or contributions].

In light of my contributions and the increased scope of my role, I believe it is appropriate to discuss a salary adjustment. According to market research, the average salary for my position is [insert salary range], which reflects my experience and skill set.

I would greatly appreciate the opportunity to discuss this matter with you at your earliest convenience. Thank you for considering my request.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]