

[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 formally request a review of my current salary. I have been with [Company's Name] for [Duration] and during this time, I have taken on additional responsibilities and contributed significantly to our team's success.

In the past year, I have [mention specific accomplishments or contributions]. These efforts have resulted in [specific results, such as increased revenue, project completions, etc.].

I would appreciate the opportunity to discuss my compensation and how it aligns with my contributions to the company. I believe a wage adjustment is warranted and would reflect the value I bring to our team.

Thank you for considering my request. I look forward to our discussion.

Sincerely,

[Your Name] [Your Job Title]