

# 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. I have been with [Company Name] for [duration] and have taken on additional responsibilities including [mention any new tasks, projects, or leadership roles].

In light of my contributions to the team, including [list specific achievements or metrics], I believe that a salary adjustment would be appropriate.

I appreciate your consideration of my request and look forward to discussing this matter further. Please let me know a convenient time for us to meet.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]