

[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 discussion regarding my hourly wage. Over the past [duration], I have dedicated myself to [mention specific contributions or achievements] which I believe have positively impacted our team and company.

Sincerely,

[Your Name]