

## Professional and respectful salary review request

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 based on my performance, contributions, and responsibilities within [Department/Team].

Over the past [time period], I have successfully [list major achievements, contributions, and added responsibilities]. I believe that my performance aligns with the expectations for a salary adjustment.

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

Sincerely,

[Your Name]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/salary-review-request-letter>