

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review of my current salary in light of the increased responsibilities I have undertaken in my role as [Your Position] at [Company Name].

Since [mention the timeframe or specific event], I have taken on additional duties including [briefly list new or expanded responsibilities], which have allowed me to contribute further to the success of our team and the organization. I have successfully handled these new challenges, as evidenced by [mention specific achievements, successful projects, or positive results].

My commitment to delivering high-quality work and supporting the company's strategic goals remains steadfast. I believe that my expanded role and consistent performance merit consideration for a salary adjustment that more accurately reflects my current contributions and responsibilities.

I appreciate your attention to this matter and welcome the opportunity to discuss my request further. Thank you for your continued support and guidance.

Sincerely,
[Your Name]