

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a review of my current salary in light of the additional responsibilities and expanded role I have undertaken within [Department/Team Name] at [Company/Organization Name].

During my tenure with the organization, particularly over the past [duration, e.g., six months], I have willingly embraced several new tasks and duties beyond my original job description. These include [briefly list key additional responsibilities, e.g., supervising new team members, leading project initiatives, managing client relationships, preparing detailed reports, etc.]. I have also ensured that my core responsibilities continue to be fulfilled to a high standard.

The added scope of my work has enabled me to contribute further to the success of our team and the achievement of company goals. I am fully committed to maintaining and enhancing these contributions, and I believe that my expanded duties now align with a greater level of responsibility and skill.

In recognition of these increased responsibilities and the value I have brought to the organization, I respectfully request a review of my salary to ensure it fairly reflects my current role and contributions. I am confident that my ongoing commitment and enhanced performance will continue to support our company's success.

I would welcome the opportunity to discuss this matter further at your convenience. Thank you very much for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]