**Subject:** Request for Salary Increment

**Date:** April 9, 2025

**To,**  
[Manager's Name]  
[Designation]  
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary.

Over the past [X months/years], I have consistently contributed to our team’s success through [briefly mention key achievements—e.g., completing major projects, improving efficiency, increasing client satisfaction, etc.]. I have taken on additional responsibilities and ensured that all tasks are executed with diligence and professionalism.

Considering my performance and contributions, I kindly request a revision of my salary to better reflect my role and the value I bring to the organization.

I would appreciate the opportunity to discuss this further at your convenience.

Thank you for your time and consideration.

Sincerely,  
**[Your Full Name]**  
[Your Employee ID, if applicable]  
[Your Designation]  
[Contact Info]