Your Name

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I hope work is coming along well.

I am writing this letter to complain you about the low salary. I would like to request you for a meeting so that we can negotiate on it. I have been working as sales manager in the sales department from last 7 years.

I have come to know recently that my salary is not at the level of my position. The increment in my salary is also too low.

If you find any problem in my performance, I am ready to be evaluated. I am looking forward to speaking with you on this matter.

Sincerely,

Your Name

[Title]