[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am glad to be a part of [NAME] Pvt. Ltd. It has been 2 years since I started working here as a [designation]. I have been fulfilling my work responsibilities sincerely and my work performance has been above average. More recently, I feel that my job description has changed beyond the original contract. I am now not only handling my own work but am also supervising and training a few new staff members. While I am glad that the organization recognizes my potential and trusts me in new roles; the additional responsibilities have increased work-related stress and are overwhelming.

Since my work responsibilities have increased, I am writing to request a raise in salary that better compensates my efforts and my job description.

Please let me know of a suitable time for me to discuss my grievance further. I am available for a meeting anytime during the week. Looking forward to your consideration.

Regards,

Alex

[Title]