|  |
| --- |
| [Company Name]  [Street Address, City, ST ZIP Code]  [Phone]  [Email]  [Website] |

Date

Recipient Name

[Designation]

Dear [Recipient],

My current pay is $[AMOUNT] along with one annual bonus. Considering my hard work for the organization, I feel I deserve a raise. I have been working as an efficient and professional employee and have delivered multiple successful assignments during these six years of my service. In addition, I have also been filling in for the Senior Manager during his absence. I would really appreciate if you acknowledge all my contributions and consider my salary adjustment request.

I eagerly wait for your response.

Warm regards,

Name Here

Your Title