07-05-20XX

Anderson, Office Assistant  
Stars Marketing services, Michigan

Dear Mr. James,

I hope you will be fine. Please consider my words as a formal request to review my current pay. I have been working with your company as a commercial assistant for the last five years. I stood by the company through every thick and thin and performed extra work in addition to my own ones. Owing to my past achievements, the best services I rendered for this company, evaluating my performance, and a comparison of my current pay with average market salaries will support my stance of a 15% increase in my annual pay.

You know that I joined this company in its nascent days. At various times during my service, I asked to perform the role of staff manager. I involved myself in the budget-making process and sometimes as project manager whenever asked. Detailed analysis of my last year’s performance will distinguish me from other employees in the following ways:

* I introduced reforms in the existing marketing system of our company and contributed towards an annual additional saving of $70,000.
* I explored new ways to launch our special product into the market. My strategy helped this company achieve its annual target with an additional amount of $30,000.
* I worked within a specified time limit, provided company with my best possible services, and added to its prestige.

An in-depth analysis of my performance will further reveal that I am the best team player owing to my unique management style which was always appreciated by my colleagues. As a commercial assistant, the company is paying me $60,000 in lieu of annual pay. As per my research, existing pay for the same post is $75,000 per annum, being paid in the market by other companies. This is 20% more than my pay. I request you to increase my pay by 10% in order to keep me streamlined with the existing market pay package. This increase in my pay will further enhance my efficiency.

I will highly appreciate your attention in this regard. I have been an asset to the company and hopefully, continue with the same. If you think that the suggested increase in pay is more, you can also negotiate with me. I hope my request will be entertained as soon as possible.

Yours sincerely,

Anderson.