**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Justification for a salary increase for the employee [NAME]**

Respected sir,

I am (mention your name) and have been working in the marketing department of your company for more than 5 years. Last year, I was promoted to the new position of marketing manager. Due to this promotion, my job responsibilities increased and I had to take on more of the burden of office work.

I have worked hard with my marketing team and always tried to meet the goals of the company pertaining to marketing. Due to the efforts of my team working under my supervision, there has been a prominent increase in the sales of the company. I believe that this is a huge milestone in my career. Due to this achievement and also because of the promotion, I deserve to get a pay raise.

Through this letter, I am requesting you increase my salary. I believe that this increment in my monthly pay is justified as I have worked for the company with diligence and passion. You can also ask the manager of the company to share my performance report with you.

It is my humble request to consider my performance report and justified reasons for the salary increase. I will wait for your response.

Regards.

Name of the sender  
Sender’s designation in the company  
Name of the company