**To**

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

**Subject: Explanation of salary increase vid: [X] for [ABC]**

Respected sir,

I am writing this letter on behalf of Miss Lisa who has been working as a teacher of Mathematics in your institute. Miss Lisa is a very diligent and hard-working teacher and her students are inspired by her.

Recently, three of her students have topped the levels exam with A grades in Cambridge. I am an eyewitness to the hard work she put in. I believe that at this point, she should be appreciated by the school with a prominent increment in her salary.

Her class has also shown 80% results in mathematics. Based on her performance, I have prepared her report and I am attaching it with this letter for proof. If you want to know more about her performance, you can convene a meeting with me or with Miss Lisa.

An institute that values its teachers always makes progress and earns respect in society. It is our responsibility to never discourage a teacher who is always in a position to show exceptional results. I look forward to your quick response.

Thank you.

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