**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: Revision of Salary and Remuneration for the year [X]**

Respected sir,

I am writing this letter to humbly ask you to review my salary. As a supervisor of the staff in the company, I have always been someone the company can fall back on for extra work and additional responsibilities. I have always tried to fulfill my responsibilities with diligence. You can check my track record with the company. My performance has always been exceptional. I believe that my performance in the company is a big justification for the increment in my salary.

As per the policies of the company, the pay increment can be made based on the performance of the employee. I have shown the following performance improvements:

1. Supervision of the successful construction project team
2. Devising successful marketing strategies
3. Working in collaboration with other departments to achieve goals
4. Review of performance of every individual working under me and reporting their performance

Based on the performance I have demonstrated; I believe that I deserve to get an increment in my salary. Thank you so much for paying attention to this matter. I hope that you will review my salary as well as my proposal for a salary increment. You can contact me for more information.

Regards,

[Your Name]  
[Designation]  
[Company Name]