**To**

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

**Subject: Recommendation for increasing the salary of the staff [XYZ]**

Respected sir,

I am Mr. ABC working as a supervisor at XYZ Company. The purpose of writing this letter is to propose a raise in the salary of the company's staff. I am writing this letter because as per the policy of the company, the best of all staff deserves to get the increment after the successful completion of one year of work.

I believe that increment in the salary motivates people more than anything else. People who are satisfied with their salary work with more passion and energy. Therefore, their salary should be increased.

Through this letter, I would like to propose a 20% increment in the staff's salary. I hope that you will find this proposal workable for you. I am attaching a copy of the performance report of the staff so that you can also take notice of how well the employees have been performing and that they all deserve to be appreciated by increasing their salary.

Thank you so much for giving me this opportunity to write this proposal letter. I feel honored. Looking forward to your response. If you need to know anything else, feel free to contact me.

Sincerely.

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