

Date

Employers Name

Employers Title

Company Name

Dear person in charge of your position,

I have worked for company name for almost **3 years now**, and I enjoy my work. I feel that I have been an asset to your team. I recognize that our company is coming up on annual reviews, and would like to discuss a raise in salary because I have been working for the same pay since I started here on date.

In the last six months, I have done the following: **(list, with bullets, all accomplishments and any ways you have saved the company money)**

Thank you for taking my request under consideration. I feel very strongly that I have earned a pay raise and would like to meet with you and discuss this further. I look forward to meeting with you and continuing to be a valuable team member to company name.

Sincerely,

Your Name

Your Title

Your Phone Number

Your Email Address

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**In this letter, it is important to include:**

- ❖ Be straight to the point.
- ❖ In the second paragraph, tell the reason you are making your request and back it up with good reasons without boasting.
- ❖ In the last paragraph, thank them for taking the time to read the letter and taking your request under consideration.