Salary increase request

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: request to review my salary

Dear Sir or Madam,

I would like to request a meeting to review my compensation, in light of my record with the company and the results I have achieved.

My current situation

Current position

Date I joined the company

Current pay (gross, per month or per year)

Requested pay (same basis)

Currency

Preferred effective date

My reasons

A few points, quantified wherever possible, that support this request:

Results and achievements over the past year

New or expanded responsibilities

Skills gained and market benchmarks (comparable role)

I would be glad to discuss this with you in a meeting at a time that suits you. I am happy to provide any further information.

My availability for a meeting

Yours faithfully,

Enclosures

Signature

Name in full