[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing to request a meeting to review my salary. I have been an employee of [Company Name] for nearly [number of years] years, and I feel that my experience and skills, in addition to my increased responsibilities, warrant a raise.

Throughout my tenure at [Company Name], I have advanced from a [job title] to a [job title]. While my responsibilities have increased greatly during this time, my salary has not. [Number of annual increases] of my annual salary increases have been less than[amount as a percentage] percent of my previous year’s salary. I have never received a salary increase of more than [amount as a percentage] percent.

These numbers simply don’t add up. I continually receive excellent marks on my reviews, leading me to believe that you and your manager think my work is excellent. Yet my raises are mediocre.

I feel that this discussion is long overdue, and I hope that you will give my request serious consideration.

I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Title]