Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

It is to bring to your notice that I have been serving this [company] since [number of years] as the assistant manager sales, exhibited exceptional performance in attracting clients and promoting business through my effective interpersonal skills.

I have always toiled hard for achieving large profits for the firm and my earnest and passionate work nature is shown by my last year’s winner of best employee award.

My sincerity and diligence are what makes me different from other employees. Innovation is in my genes and that has always helped me in closing deals with clients and impressing them in making them understand my idea of solving tedious tasks. Furthermore, I am also done with my MBA degree in Digital Marketing which is a hot and demanding field in every corporate sector.

With reference to my degree completion, experience and know-how of work nature, it is requested to increase my salary and grant me a talented role of Manager Sales with all the desired perks. I promise that I will serve as the righteous choice for your organization from every outlook and I will never let you down with your usual admirable faith in my capabilities.

Looking forward to a constructive response from your side.

Thanking you in anticipation.

Regards,  
Your name