Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I have been working as the Assistant Manager in the Quality Assurance department for 8 years. During this time, I have proved my worth and have always received appreciation for my work from the higher authorities. Considering my hard work for the organization, I humbly request you to give me a salary increment.

Other than my own job responsibilities, I have also been performing additional duties every now and then. I have been the Acting GM last year for our newly opened branch in London. The new outlet was organized under my careful supervision. Similarly, I have been willingly performing extra tasks for the company without receiving any compensation. In fact, during these 8 years of my service, I have only received a 5% increase in my basic pay. However, burgeoning inflation and my family responsibilities make it hard for me to get my monthly expenses covered through my current salary. I would really appreciate if you approve a salary increase of (amount) for me.

I will continue to work diligently for the organization. A pay raise will be an incentive for me to perform all extra responsibilities along with my own job requirements.

I hope you take my request into serious consideration. It will be highly appreciated.

Regards,  
[Your Name]