To

Mr. Fred,  
CEO,  
ABC Enterprise, London.

From,

Mr. Smith,  
Sales Executive,  
ABC Enterprise, London.

Respected Sir,

With due respect, it is stated that I, Smith have been working in your company ABC Enterprise for the past 5 years in the capacity of Sales Executive. I have been fulfilling all my duties and responsibilities sincerely throughout this period. My progress within the company can be easily seen from my progress chart. Last year when I was working on our project [X], I helped made a huge profit for the company with my innovative ideas and the following year I designed a new sales strategy which has helped us gain more share in the market and I am extremely thankful that the company has recognized my efforts by presenting me with an award of recognition.

Sir, I am very thankful to the company for appreciating my efforts but with this appreciation, I need a raise in my salary as my current salary is not contemporary to my skills. I had earlier talked to our Department head regarding my salary appraisal, but I guess he was unable to process my request to you. I decided to write to you personally of salary appraise as with my current salary package I am unable to meet both ends.

I hereby request you to review my salary package so that I may be able to manage my courses easily.

Yours Sincerely,

Mr. Smith,  
Sales Executive,  
ABC Enterprise, London.