[Company Name]  
[Address]  
[Contact/Text]

Re. Requesting a Salary Increment on the Grounds of Expertise and Completion of Five Years of Promise and Positive Contribution  
  
Dear Sir,

I am drafting this letter to plead my request to you to increase my salary by 15% according to the High School Hegel State Policy 20XX. According to the High School Hegel State Policy of 20XX, it is evident to increase the salary of your employees who have completed a five years’ career in your institution. I also have completed expertise totally as of 12 years of working as an assistant professor. Therefore, it is brought into your consideration to investigate this for a salary increment.

I joined the institution on 18-02-20XX as an assistant professor. According to the set policy of the school, I was told that to get a salary increment of 15% I will need to complete my five years working as an assistant professor in the college while completing a career of 12 years in total as an assistant professor. Although, this looks like a complex and difficult criterion, however, I have achieved this and thus deserve a salary increment entirely on legal and official grounds.

My contribution to the institution has been very positive and promising. I have supervised several students in the field of language and literature and helped students in conducting thorough and constructive research. I have attached all the copies of the required documents with this letter. For more, please contact me via email at [email] or call at +[X].

Regards

Derrick Hanson  
Assistant Professor  
Hegel School of Literature and Languages  
I-Excel Public University, Boston  
CA, USA.