Date:

To

[The Recipient Name]  
[Address]

I [name] am serving as the headmistress in the [name] branch of your prestigious school. I joined as an English teacher for grade three in [year] and have worked my way up to my current designation. My dedication and devotion to our school are known to all. Last year we opened our senior branch. It was a huge task, from hiring experienced senior staff to convincing the parents of the middle school students to continue with us despite being new, instead of going to older more established institutions. I am proud to say that the [IGSC / Cambridge] results of our students are proof of the amount of hard work we have put in.

In addition to this our [other] branch was left without a headmistress due to the sudden departure of Ms. [name]. May her soul rest in peace. She was a very competent administrator but, in her absence, problems started sprouting very quickly. Due to the physical proximity of the two branches, I was assigned the task to handle the affairs of the [other] branch too, until an appropriate replacement could be arranged. So practically I am performing the duties of two individuals now.

It is an honor to serve my school, but this increased workload is taking a toll on my family life and my health and I feel that due to all the aforementioned reasons I deserve a pay raise. I would be very grateful if you look into this matter and direct the HR department to review my pay structure.

Looking forward to your consideration.

[Your Name]  
[Address/Designation]