Date:

To

[The Recipient Name]  
[Address]

I [name] have been serving in the [department name] since [year] as [designation]. I have attended all the in-house training sessions held in this period and my performance in them has always been excellent as recognized by my team leader in his assessment reports. I have also been a part of the team that undertook the project [project name]. As you know that this was a very important project for our company and I along with my team put in our best efforts and burnt the midnight oil to ensure that this project is a success and brings laurels to the company which was reflected in the results we got.

We were assured that based on how the project fares, our pay structure would be reviewed. Despite the project being a huge success, we have not received any pay review. Also on this [date], it would be [number] years of my service which alone is a criterion for a pay review. please review my pay structure as a pay raise is long overdue.

As you know that the constantly rising inflation rates and the demands of a young family make it very difficult to make the ends meet. I am under a lot of financial stress which is taking a toll on my mental health and is affecting my ability to focus on work. Please look into this matter at your earliest.

Looking forward to your consideration and expeditious response.

[Your Name]  
[Address/Designation]