To

[The Recipient Name]  
[Designation]  
[Company Name]

Date:

Dear [Recipient Name]

I would like to formally request the management to review my current pay and consider giving me an increment. I have been working as the Sales Manager for the past five years. During this time, my job description has been updated with added responsibilities.

Moreover, I have often been working overtime and dealing with an extra workload since the expansion of our flagship store in Lahore. I would appreciate it if my extra efforts were awarded a salary increase by the company.

You can evaluate my track record and professional achievements at the company. I have been consistent with my performance and have always met the company’s annual sales target. So far, I have been dealing with (list of duties).

However, since last year, I have been assigned some new responsibilities which include (a list of new duties). I have been managing all the additional workload for over a year without any salary increment. It would be kind of the management to consider giving me a raise owing to all the above-stated reasons.

I will be available anytime to discuss this matter further. I am also open to negotiation with respect to the increment amount. I shall appreciate your cooperation.

[Your Name]  
[Designation]  
[Company Name]