

Formal Letter to Request Raise in Pay

Dear [Employer's Name],

I am writing this letter to express my interest in discussing my compensation. I have been associated with the [Organization Name] as [Job Position] in [Department's Name] for [Number of Years] years.

It is a great learning experience for me to work in this organization. I enjoyed my time here and still learning and exploring new things daily. I believe during my time, I have made significant contributions to the overall development and growth of the organization. I have never taken a step back to take any additional responsibility beyond my job description.

I believe my hard work and dedication justify a raise in my pay. Therefore, I request you to increase my salary by [Amount] so that it gets in line with the industry standards. I will be honored to further discuss this matter with you in a meeting at your convenience.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

[Your Name]

[Contact Number]