

Letter to Request Raise in Salary **Format**

[Your Name]

[Your Address]

[City, State Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager/Boss Name]

[Organization Name]

[Address]

[City, State Zip Code]

Dear [Manager's Name],

This is to respectfully request a meeting with you to discuss a raise in my compensation. I have been employed with [Company Name] as a [Job Title] in [Department Name] for [Number of Years] years. I am deeply committed to the success and growth of the company.

During my employment, I have always met or exceeded my performance goals. I have also taken on additional responsibilities beyond my job description. I have also contributed to the company several times including [a list of specific examples].

I believe that my performance warrants an increase in my salary hence I would like to request a raise of [Amount]. I hope you will consider my request and will take suitable action in response to my demand.

Thanks a lot for your valuable time!

Sincerely,

[Your Name]

Cc: [Human Resources / HR Rep Name (if any)]