

Sample Letter Requesting Raise in Salary

Dear [Boss's Name],

I hope this letter finds you well. I am writing to request a meeting with you regarding a raise in my compensation. I am currently working in [Company Name] as a [Job Title] in [Department Name] for the last [Number of Years]. You are also aware that I am a fully devoted individual who is always ready to contribute to the success of the organization.

I have often exceeded my performance targets and have managed several projects all on my own. I have also won the “Employee of the Year Award” multiple times. My performance and skills have always been appreciated by you and other executives of the company. Still, having said that, I am grateful to you, my colleagues, and the company itself, for providing me the opportunity to work and polish my skills and abilities.

You have always been a great mentor and a great support to me therefore, I am requesting for a raise of [Amount] in my salary. I believe I deserve this raise now as I have never hesitated to take any type of responsibility. We can discuss this further in a meeting at your convenience.

Thank you for your precious time. I hope you will consider my request and I will look forward to your response on this matter.

Sincerely,

[Your Name]

[Contact Number]