**Manager Name:**

Designation:

Department:

**Date: \_\_\_, \_\_\_, \_\_\_\_\_\_**

**Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Greeting (Mr./Ms. Last Name):

I greatly enjoy and appreciate my role and designation as \_\_\_\_\_\_\_\_\_\_\_ with your esteemed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I performed outstandingly throughout the year and this is acknowledged by the management as well. During the current assignment, I have completed the following tasks effectively and efficiently. Examples of my recent completed tasks include:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is my feeling that I have performed beyond the expectations, and hence I am respectfully requesting to revise my pay. My current gross salary is\_\_\_\_\_\_\_\_\_\_\_, and I am requesting a \_\_\_% increase.

I would love to appreciate an opportunity to meet you in person for discussion. Please give me an opportunity to meet you and share my future plans. Let me know what day and time is convenient for you.

Thank you for your time and consideration.

I look forward to speaking with you soon.

**Regards,**

Your Name:

Current Rank:

Department: