**APPEAL LETTER**

11 February 20XX

Maxon Cheng

Regional Sales Manager, Simple Solutions

Dear Maxon Cheng,

I am writing to you regarding the recent decision on my annual raise, delivered on Monday, February 7. I was informed that after examining my performance in the prior year I would receive a 2% increase on my salary. However, I feel that I merit consideration for a larger increase.

I'm appealing this decision because I believe my sales record shows that I'm one of the most valuable members of the sales team. I've consistently been among the top five sales professionals in the region and I've led my branch in sales for four of the previous six months.

My long track record as a top performer, paired with even better achievements since the summer, I feel, demonstrates my great worth to the firm. I respectfully request that you reconsider your decision. I feel a 5% raise is more in keeping with both cost-of-living increases and my outstanding performance as one of the company's most productive sales team members.

Best regards,

David Lee