**Sample**

**Dear ,**

I enjoy working here and appreciate the challenges that my position provides me every day. Though I am grateful for the professional opportunities the company offers me, I regret to tell you that my current salary doesn’t meet my expectations.

As you know, my salary hasn’t changed since [date].Therefore, the purpose of this letter is a request for a pay raise meeting. At this meeting, I’d be happy if we could review my performance level and discuss the salary issue.

I strongly believe that my contribution justifies a raise in salary, because the salary level should (reflect, meet, be in accordance with) the industry averages, my current competencies and performance.

Thank you in advance,

**[Name]**