**Sample**

**From: [Details]**

**Date: [Date]**

**To: [Details]**

Subject:  Request for Salary Increase.

**Dear Sir,**

I have been working as ………………………………………..(your appointment) for the past ….. years. At numerous occasions I have proved my credibility and has worked hard at all instances. Though I am been getting an annual increment of ………(rate of annual increment)  but that seems to be too less at the moment.

For the past 4 months I am also taking care of the database design team and will continue to do so till a new incumbent takes over that position. In view of the above I would request that a special increment of minimum ………………..(increase desired) may be granted to me.

This act of yours will greatly help motivate me and also increase the morale of other team members who would like to work with greater zeal.

Thanking you in anticipation.

**With Regards**

**Yours truly,**

**[Name and Signature]**