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Lydia Smith, Manager
XYZ Sales Company
321 South St.
Miami, FL 33125

Dear Lydia Smith,

I have greatly enjoyed working at XYZ Sales Company for the past three years. In those years, I have become an integral member of the sales team, and have developed innovative ways to contribute to the company.

For example, in the past year alone, I have achieved the following goals:

* Highest-ranking salesperson in customer satisfaction last quarter
* Brought two new high-profile clients to the company, increasing total company sales revenue by 10%
* Voluntarily trained incoming sales staff, totaling 80 hours of voluntary service

I believe I have gone above and beyond the benchmarks we set for my position when I arrived at the company three years ago.

I would therefore appreciate the opportunity to meet with you to discuss increasing my salary so that it is commensurate with my current performance. I request a pay raise of six percent, which I believe reflects both my current competencies and industry averages.

Once again, I am grateful to be a member of this organization, and I enjoy taking on assignments that allow me to contribute to the company.

Thank you for your time. I look forward to speaking with you soon.

Sincerely,

Melody Brown