SAMPLE LETTER

Franklin Rodriguez
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Anytown, CA 12345
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September 1, 2018

Leslie Lee
Manager
Acme Retail
123 Business Rd.
Business City, NY 54321

Dear Ms. Lee,

I hope you are doing well. I am writing to appeal your decision not to grant my annual pay raise, which we discussed last Tuesday at our annual review meeting.

As you stated in our meeting, you believed I had been late to work too many times this year to warrant a pay raise. According to my records (which I received from Human Resources), I have not been late more than two times this year. I have attached the Human Resources document marking my tardies.

In light of these facts, I request that you reconsider your decision about my pay raise.

I greatly appreciate you taking the time to read this and the attached document. I am happy to meet with you any time to discuss this further.

Respectfully,

Franklin Rodriguez (signature hard copy letter)

Franklin Rodriguez