**Letter Requesting for Increment/Promotion**

Hayden Lim   
Assistant Editor  
  
29 February 20XX  
  
NAME  
Managing Editor  
  
Dear Ms. Tan (remember to include correct salutations),  
It has been a pleasure working with you and contributing to the company for the past 3 years. It has been a great learning experience and I have acquired important knowledge during my time here.  
  
I am confident you will agree that my efforts as Assistant Editor have contributed to the growth of the company. For instance, I have successfully rolled out new editorial content and procedures that have proven to be popular with our readers and clients, respectively. Due to these changes, distribution and revenue for our magazines have risen threefold in less than two years.   
  
While the Editor was away for an overseas trip that lasted two months, I also stepped up to become Acting Editor and ensured the smooth manufacture of our most recent issue.  
  
Considering my contributions to the company, I am respectfully requesting a promotion/increment commensurate with my performing on the job. I am confident that this promotion/increment will motivate me to contribute even more to the company.  
  
In closing, I would like you to know that I have truly enjoyed my time on the job and hope that you understand and appreciate the basis of my request. After you have read and evaluated the insides of this letter, I am more than happy to sit put down to discuss further the details of my request.  
  
Thank you for your consideration.  
  
Sincerely,  
NAME