**TEMPLATE**

**SALARY INCREASE LETTER**

**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]**