**TEMPLATE**

**SALARY INCREASE LETTER**

Dear **[Manager Name],**

Before I delve in to the core purpose of my letter, I would like to express my full confidence in the benefits system followed at this esteemed company. I have absolutely no doubt in the company's desire to establish a fair environment for all staff by adequately compensating them. This is just one of the many reasons I take pride in being part of this wonderful group and the reason I am able to write such letter.   
  
Having said that, I would like to express my concern with the fact that a considerable period of time has passed since my last salary raise. **[List here when was your last increment and how much time has passed since then]**. I believe the quality as well as the quantity if my work has not degraded by any rate. My last performance review was also very good. **[Skip the last sentence if you didn't have a recent performance review].** I am a hardworking and devoted employee and I honestly find it a little disappointing that my dedication is not awarded for such a long period of time. If there is a specific reason preventing such an increment, I would be grateful to know what it is so I can address it immediately, otherwise kindly consider a salary review at the earliest possible chance.   
  
Thank you.   
  
Sincerely,   
**[Your name]   
[Date]**