

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for Salary Increase

Dear :

After careful thought and consideration, I am submitting this request for a salary increase. Due to the reorganization of the company, I recently received the title of senior manager in my department and the overall scope of my duties have tripled. However, I was not offered a salary to coincide with the position I received. According to company policy, the salary scale of any senior manager is a minimum of \$ and a maximum of \$. Therefore, I am requesting your immediate attention to review this matter in depth. I appreciate your time and efforts to assist me.

Sincerely,

N A M E