

Letter Requesting a Pay Raise

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Name of Recipient,]

I am writing to request a pay raise. In the three years that I have worked at [Company Name], I have become an integral member of the sales team and have made significant contributions to the company. For example, I have been the highest-ranking salesperson in customer satisfaction for the past quarter, and I have brought two new high-profile clients to the company. These clients have increased total company sales revenue by [%].

In addition, I have voluntarily trained incoming sales staff for a total [# of hours]. I believe that these accomplishments warrant an increase in pay, and I respectfully request that my salary be raised to [amount] per year. Thank you for your time and consideration.

Thank you for your time. I look forward to speaking with you soon.

Sincerely,

Signature (on the hard copy)

[Your Name]