Taylor Employee  
95 Park Lane  
Anderson, CT 00880  
445-435-0000  
janed@emailexample.com

Date

Arthur Boss  
XYZ Company  
23456 Broad Street  
Stamford, CT 00834

*[use above for hard-copy letter only]*

Dear Mr. Boss,

I am writing to formally request a review of my current salary. As an Account Executive with 5 years at Acme Corporation, I have always been ready and able when asked to take on additional work and new job responsibilities. I believe a review of my track record with the company, my recent achievements, along with industry average salaries, will demonstrate justification for an increase of at least 10% in my annual pay.

My role has evolved since starting with Acme Corporation. Added duties now include staff management, budget decisions, and project management. In the past year, I have distinguished myself with the following accomplishments:

* I improved efficiencies in the accounts payable system, saving the company $50,000 in annual revenue.
* I managed the successful launch of our new product, helping to realize $100,000 in quarterly sales.
* I’ve strived for excellence, continued adding value to the company, and never missed a deadline.
* Peer reviews indicate that my colleagues appreciate my management style and I am a valuable member of the team.

Further, the average annual salary for my position is $65,000, according to data from Payscale.com. This is more than 12% higher than my current salary of $58,000. A 10% raise in salary is would put my compensation in line with industry and regional expectations for the work.

Thank you for your attention in this matter. I am willing to work with you to accommodate my request along with what is best for the company. If you have another amount in mind or a plan to increase my salary in the future, I am open to negotiation.

Sincerely,

Signature *[for hard copy letter]*

Taylor Employee