*Mr. Yang,

Thank you so much for the opportunities you’ve provided me during my time as a sales executive for ABC Company. Over the past two years, I’ve grown significantly as a professional, deepened my understanding of the industry, improved my skill set and taken on many new responsibilities. For these reasons, I would like to request an adjustment to my salary.

As you are aware, my salary has remained the same since January 2017. Since then, I have accomplished the following:*

* + *I’ve consistently met my monthly quota, and exceeded my goals for the past three quarters.*
	+ *I’ve increased personal sales by nearly 20% year over year, adding $500,000 in revenue.*
	+ *I’ve completed all senior sales certifications, including those not required for my job level.*
	+ *I’ve successfully trained and mentored six new junior sales representatives.*

*I would like to request a base salary increase of 5%, which is in-line with the average salary for a sales executive with my level of experience in our geographic region.

If possible, I would like to meet to discuss my request in person. I am happy to work with you to accommodate this request and am open to negotiation. Please let me know when would be best to talk through further.

Sincerely,*

*Matteo Hancock*