Date  
Name of Boss,  
Designation,  
Company.  
  
(Your Name)  
(Your Address)  
  
Subject: Raise in the salary  
  
Dear Sir:

This formal letter is in reference to the revision of my position responsibilities and duties as it pertains to the mission of this successful organization. I currently take great pleasure in diligently carrying out my daily assignments for the Main Road and Elphiston Road branches.

However, I find it imperative to respectfully request a raise, for which my duties are a bit abundant considering my hourly wage. If it is impossible to do so, I am content with merely one branch to look after. I would like to thank you for your time in advance.

Sincerely,  
  
XYZ  
Designation