To: name@email.com  
From: name@email.com  
Subject: Salary request letter

Dear Sir,

You must be aware that I have completed \_\_\_\_\_\_\_\_\_\_\_ (years worked) in your company and I am sure you would agree that during this period I haven’t taken any of the unplanned leaves or was involved in any malpractices’. I have performed way beyond your expectation on the targets and had been very consistent in my performance which you and judge from my performance records.

I also was available for any other responsibilities and had worked extra hours as and when you wanted me. I had proactively asked for more responsibilities, and I have always done the job as per your requirement. I also came in for weekends when you required completing the projects given to me even when the team members refused to come.

After being said all this, I would appreciate if I get a salary hike with a promotion. I believe that I have proven to be one of the best employees and if given an opportunity I will feel that my loyalty and dedication has been recognized and I have got advancement in my career. It will also motivate and inspire me to do better, and I can do better service to the company.

I would like to have a discussion with you where I can explain my points clearly and convince you how I can be more helpful to the company. I hope you take this request seriously.

Waiting for the reply soon.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_