From : Mohammed [surname]  
Civil Engineer  
Employee No. 125  
  
To   
[Name]  
Executive Manager  
[Company name]  
  
Subject: Request for Salary increment   
  
Dear Mr [surname],  
  
I would like to present my request for a salary increment. I have been working in your organization for the last two years, and I have always performed my duty wholeheartedly and never given cause forcomplaint. In the present economic circumstances, my salary is insufficient to support myself and my family, and I sincerely hopethat you will favorably consider my request for a salary increment.  
  
Thank you very much for your time and consideration.  
  
Sincerely yours,  
  
Mohammed [surname]