Dear Mr [surname],

I was working in the Accounts Department with a salary of 25,000, but now I have been transferred to the Business Development Department with a salary of 40,000.

I am a graduate with an HND in Mass Communications. I have also added value in our company by bringing in many contracts. I would like to request that my salary be increased to enable me to cope with our present economy.

Thank you very much for your time and consideration.

Respectfully yours,