



What Is a Pay Raise Request Letter?

Let's be honest. It's a competitive world out there. So if you want something, you need to ask for it.

A pay raise request letter does exactly that. Simply put, it's a formal request for increasing your salary to your boss in writing.

So if you feel you have done enough to deserve higher wages and you want your boss to take notice of that, a pay request letter is the perfect way to do it.

Is It Right To Ask for a Raise in a Letter

Some employment experts believe that it's best to negotiate a salary in person with your boss. But, nothing could be further

from the truth.

Most people are not comfortable [discussing their salaries](#) and that's true both for the employer and the employee.

Requesting for a raise in writing can break the chain of discomfort. It gives you the chance to arrange your facts based on research and it gives your employer the chance to consider it.

What Goes Into Crafting the Perfect Pay Raise Request Letter

For the ones who are doing this for the first time and are not sure how to get started, these tips might come in handy.

The Who

A rookie, yet significant mistake that people make when drafting a pay raise request letter is the recipient. So if you are not sure who to address your letter to, it's best to ask someone.

The When

Timing is everything when it comes to a request letter. So if your company is doing well, now is the time to ask your boss for that raise. And if not, maybe it's best to wait for a while.

The Why

A perfect pay raise request letter gives voice to what you believe in. So if you feel that your efforts have been fundamental in the company's growth and you deserve a raise for it, the letter is where you should list down your contributions.

The What

Now, this is where the request letter has a clear advantage over a face-to-face negotiation. Most employees' mistake is either underestimating their raise or kicking it straight out of the ballpark.

So before you put a figure in your letter, it's best to conduct a survey based on the sector you are in and the [average salary](#) that can be expected with your experience, education, and role.

What Not to Put in a Pay Raise Request Letter

While a well-crafted pay raise request letter can get you what you want, a bad one will most certainly reflect badly on your position. So here are a few things to avoid.

If Your Company Is Performing Badly

As an employee, you should stay updated on your company's financial health so if there have been cost-cutting or layoffs in recent times, just sit back and thank your lucky stars for having a job.

If There's a Performance Review

Performance reviews are usually the times when managers evaluate whether you should get a raise or not. As such, it becomes an excellent platform to address everything that you have put in your request letter.

Don't Complain

As an employee, you are supposed to like your organization and face its problems as your own. So the last thing your employer is expecting is a rant. It's better to come up with solutions

to justify why you deserve a raise and how you can utilize the added motivation to add value to your company.

Don't Play the Victim

A positive approach goes a long way when it comes to a pay raise request letter. So, don't play the victim. Instead, it's best to show how you are an indispensable asset for your organization.

A Great Sample for a Pay Raise Request Letter

If you have read this far, here's a surprise for you. Below is a sample pay raise request letter template that can be used as a guideline when you write your own. You can also view examples of [Promotion Request Letters](#) here.

May 1st, 2021

Aaron Carter

Project Manager

Oxland Assets and Management

Key Largo, FL 33185

Subject: Request for a pay raise

Dear Aaron,

Now that we are slowly settling into working remotely and business has been going well, I wanted to take the time to discuss my compensation.

As you are well aware, I joined this company as a financial analyst but in the past 3 years, I have become an integral part of the corporate finance team where I have contributed substantially.

Last year, I was responsible for single-handedly spearheading the digital transformation of our financial platform where I achieved the following milestones:

- 30% improvement in productivity
- 60% reduction in the cost of procurement
- 22% growth in revenue

I would therefore like an opportunity to discuss the possibility of a raise with you at a convenient time. According to my research, a 15% raise would be adequate based on my role, responsibility, and the pay scale of companies similar to ours.

I have enjoyed the last 3 years in this company and I would want to keep working for this organization for years to come.

I look forward to having this discussion with you in person.

Sincerely,

Matilda Davis

