

Drafting a letter to request an hourly raise involves a thoughtful and well-structured approach, highlighting your achievements and the value you bring to the company. This guide provides effective strategies for writing such a request, along with a free template and a matching example, considering important factors and recommendations for composing your letter.

## Strategies and Justifications for Requesting an Hourly Raise

- **Presenting the Request:** Clearly articulate your desire for an increased hourly rate.
- **Documenting Achievements:** Highlight your accomplishments, skills, and contributions that justify the raise.
- **Market Rate Alignment:** If applicable, reference market rates to support your request for a raise.
- **Expressing Dedication:** Demonstrate your commitment to the company and your role.

## Components to Include in an Hourly Raise Request Letter

**Direct Address:** Begin by addressing your supervisor or HR representative appropriately.

**Role Recap:** Mention your current position and the duration you have held it.

**Raise Proposal:** State your request for an hourly raise, providing specific figures if possible.

**Accomplishment Showcase:** List your achievements and how they

have positively impacted the company.

**Market Comparison:** If relevant, include data on industry-standard wages for your role.

**Discussion Request:** Conclude with an invitation to discuss the request in more detail.

## Recommendations for Writing an Hourly Raise Request Letter

**Clarity and Specificity:** Be clear about the raise you are requesting, backing it up with specific examples or data.

**Professional and Confident Tone:** Write in a tone that is respectful yet confident in your value to the company.

**Highlighting Value:** Emphasize how your work has contributed to the company's success.

**Inviting Further Conversation:** Suggest a face-to-face meeting to discuss your proposal in more depth.

**Precise and Error-Free Composition:** Ensure your letter is well-structured, error-free, and aligns with your request.

## Hourly Raise Request Letter Template

[Your Name]  
[Your Position]  
[Your Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supervisor's Name]

[Supervisor's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request a review of my current hourly wage as a [Your Position] in [Your Department] at [Company Name]. Having been a dedicated member of the team for [Duration], I would like to discuss the possibility of adjusting my hourly rate to reflect my contributions to our department and the company.

Over the past [time period], I have achieved [mention significant accomplishments or contributions], which have directly contributed to [specific positive outcomes or successes in the department or company]. My commitment to consistently delivering high-quality work has resulted in [mention any awards, recognitions, or specific achievements].

Additionally, I have conducted some research on the current market rates for similar positions in our industry and have found that the standard hourly rate is approximately [state the market rate]. I believe an adjustment to [your proposed new hourly rate] would be in line with industry standards and a fair acknowledgment of my contributions to [Company Name].

I am grateful for the opportunities I have had at [Company Name] and am eager to continue contributing to our team's success. I would appreciate the opportunity to meet with you to discuss this request further.

Thank you for considering my request for a review of my hourly wage. I look forward to the possibility of continuing my professional growth with [Company Name] and contributing further to our collective achievements.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

## Example Letter Matching the Template

John Doe  
Customer Service Representative  
Customer Service Department  
Helpful Services Inc.  
123 Help Street  
Service City, SC 12345  
john.doe@helpfulservices.com  
(555) 123-4567  
May 25, 2024

Jane Smith  
Customer Service Manager  
Helpful Services Inc.  
123 Help Street  
Service City, SC 12345

Dear Ms. Smith,

I am writing to formally request a review of my current hourly wage as a Customer Service Representative in the Customer Service Department at Helpful Services Inc. Having been a dedicated member of the team for over two years, I would like to discuss the possibility of adjusting my hourly rate to reflect my contributions to our department and the company.

Over the past year, I have achieved a consistent customer satisfaction rating of over 95%, which has directly contributed to an increase in customer retention for our department. My commitment to consistently delivering high-quality customer service has resulted in positive feedback from clients and recognition from our team leaders.

Additionally, I have conducted some research on the current market rates for similar positions in our industry and have found that the standard hourly rate is approximately \$18 per

hour. I believe an adjustment to \$18 per hour would be in line with industry standards and a fair acknowledgment of my contributions to Helpful Services Inc.

I am grateful for the opportunities I have had at Helpful Services Inc. and am eager to continue contributing to our team's success. I would appreciate the opportunity to meet with you to discuss this request further.

Thank you for considering my request for a review of my hourly wage. I look forward to the possibility of continuing my professional growth with Helpful Services Inc. and contributing further to our collective achievements.

Sincerely,

John Doe