**Salary Increment Request Lette**

From,

Jacktion Methew HR Manager

T- 30, 402 Street, Alaska

0909-4567-789

[puma@gmail.com](mailto:puma@gmail.com) Date: 12/05/2017

To,

Remoli Geoge Team Lead

S- 78, 509 Street, Florida, USA 987-456-3893

[remoli@gmail.com](mailto:remoli@gmail.com) Subject: ----------

Dear ,

Hi! Hope you are doing great.

The letter is a formal notice of my increment this year.

I ----------- (mention your name) working as (mention job title) with the company

since (mention time). During all these years, I have been a completely responsible

and dedicated employee for the company.

I have worked on several crucial projects which include (mention the name of

the projects) and have completed them successfully with appreciation from the board as well as team. So, I believe that I deserve this raise this time.

I am attaching all the documents, project details, feedbacks and review for your consideration. I will be looking forward to hearing from you soon for a face-to-face discussion.

Yours Sincerely, Jacktion Methew