From,  
Theodore Lowe  
Ap #867-859 Sit Rd.  
Azusa New York 39531  
(793) 151-6230

15-02-2005

To,  
Celeste Slater  
606-3727 Ullamcorper. Street  
Roseville NH 11523

Subject - Request for Increment  
  
Dear Celeste Slater,  
  
As you may be aware, Mr. Samik Patel has been working with us for over two years now. He has been successful in completing three projects over these two years and has also been very active and meticulous.   
I believe that he deserves an increment for his service to this organization. I request you to look into his performance, so that he may be considered for being awarded an increment.   
  
Thank you,

Your Sincerely   
(Your Signature)   
Theodore Lowe