**Sample of Pay Raise Letter**

**[Dear [name]**  
I enjoy working here, and therefore appreciate any new opportunity to serve the company goals, beyond and above my role and responsibility.  
I wish to meet with you for a certain reason.  
[Let him be curious..]

[Examples of reasons to justify a pay raise. Please edit according to your situation and needs]:  
During the past few years, I took on extra work and more responsibilities because I know that my performance is closely tied to the team’s performance.  
I was grateful for the opportunity to meet your professional expectations and therefore enhanced my contribution to the company.  
For example: [List your accomplishments and gained qualifications]  
A.  
B.  
C.  
[Summary]  
I demonstrated good understanding of what needs to be accomplished when we’ve worked together on changes to be made to achieve our team goals.

[And for the future..]  
Because I am loyal to the company growth, you have my commitment that I will take on extra assignments to enhance my qualifications/contribution.

[Here is the right place to shoot..]  
However, my salary is still on the same level since [date, Or since you’ve joined the company?]. It is still below the industry average for the professional competencies that I posses.  
Simply because of my enhanced qualifications and increased contribution, I strongly believe that I’ve definitely earned a pay raise.

Therefore, I humbly ask for a meeting in order to (review of/discuss) my performance and the salary increase that reflects the above issues.  
Thank you in advance,  
**Sincerely  
[Your name]**