From:

The Sender's Name,
Door Number and Street's Name,
Area Name,
City.
Postal Code: XXXXXXX
Phone Number: 0000 - 123456789
E-mail ID: sendersname@companywebsite.com
Date:
Reference:

TO:

Addressee's Name,
Designation,
The Company's Name,
Full Address with Phone Number.
Subject:

Dear Sir,
Although the company appreciates all that you have pointed out in your letter, we do not believe a raises in order at this time. It is the custom of this company to review all employee benefits and compensation in March at the end of the fiscal year.
Certainly, at that time you will be considered for salary increase, providing the production figures for your divisions are significantly increased.

Yours Sincerely,
The Sender's Signature
The Sender's Name