From,  
Taylor Connor,  
95, Park Lane,  
Anderson,  
Connecticut, 00880.

Date: 14 March 2017.

To,  
Arthur Daniel,  
Belington Company,  
23456, Broad Street,  
Stamford,  
Connecticut, 00834.

Subject: Request for Increment in Salary.

Dear Sir,

In the event recent inflation of the market, I am writing this letter to ask for a review of my current salary formally. As a Sales Manager for five years at the Belington Company, I have always been ready and dutiful when asked to take on additional work and new responsibilities. It is my belief that a review of my track record in the company, along with my recent achievements and industry average salary, will demonstrate the justification for an increase of a minimum of 10% in my annual pay.

My role has evolved a lot since I started working for the Belington Company. Along with my usual duties, I now also work on staff management and project management. A 10% raise in my annual salary would put my compensation in line with industry and regional expectations for the work along with helping me cope with the rising price of everyday goods.

Thank you for your attention on this matter. I am willing to work with you to accommodate my request along with what is best for the company. I am fully open to negotiation if you have another amount in mind or a plan to increase my salary in the future.

Sincerely,  
Taylor Connor.