To – [Your Boss’s Name]  
[Workplace Address]  
Or  
[Your Boss’s Email Address]

Dear Mr. / Ms. [Boss],  
   
I have greatly enjoyed working at [Company Name] for the past [Insert No. of Years] years. In these years, I have become an integral member of the [Insert team name] team, and have contributed to the success of the team/department/project in a lot of ways. For example,  
– [Insert Contribution 1]  
– [Insert Contribution 2]  
– [Insert Contribution 3]  
   
Throughout the past few years, the work environment has gotten much more demanding. I have assumed an increased amount of responsibilities to meet the growing demands of projects and ensured delivering results beyond expectations.  
   
Also, it has come to my attention that people with skills, experience, and position same as mine on an average are paid [insert amount] annually, which is [Insert amount] more than what I am currently earning. Therefore, I am writing to request a meeting with you to review my salary.  
   
The increased responsibilities have helped me grow and evolve as a professional for which I am grateful. I believe a matching compensation structure that matches with good for my profile and will further motivate me to continue doing an excellent job.  
I would appreciate the opportunity to meet with you to discuss a salary raise. I look forward to hearing from you.  
   
Sincerely,  
[Insert Your Name]