**Sample Letter**

Supervisor full name

Address

Date

(RPM or Supervisor name),

I sincerely appreciate the opportunity to have served during the last (number of years) as a vital member of the (management company name) team. My focus and dedication have resulted in many accomplishments that have continued to build ( community name). I have high expectations for the success to continue for the foreseeable future.

During the past year, I took on extra work and more responsibilities because I know that my performance is closely tied to the team’s performance. Here are some highlights of how I have improved the company in the past year:

* Ideally, bullet 3-5 items where you have saved the property money or made the property money.
* Use quantitative stats and numbers to prove growth, when possible.

In light of my accomplishments, I am respectfully requesting a pay raise of $\_\_\_ annually, to start (date).

I strongly feel that I have earned this pay raise. If you do not feel that way, I understand.

However, I would like for you to give me a path, to reach my goals and achieve an annual income

I feel I deserve.

If you would like to meet to discuss this, please let me know.

Please know that I am well aware of the multitude of non-monetary benefits this job offers, and am extremely grateful for your generosity. It is nice to have a supervisor that fully trusts and stands behind my choices and decisions. I view my increase in responsibilities as an act of trust in my abilities and belief in my potential. This only increases my self-confidence, and is a driving force to my never-ending quest to deliver the best results.

Thank you again for the opportunity to work with you. I look forward to continuing to be a key player on your team, in a mutually rewarding relationship. I love working for (management company name), and will continue to do my best for you and the company.

Sincerely,

Your name

Your position