**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

I would like to take this opportunity to write to you about my intent to ask for a salary increase.   
  
I have been with the company for [insert no. of years] and my experience along the way has molded me to become an efficient and productive worker for my current position.   
  
The company has sent me to various seminars, meetings, and international conferences. By participating in each one of them, I've learned so many things that I believe I can use to better myself as an employee of this company.  
  
It has been a long time since I had my last salary increment and I would appreciate it if you will consider my request.   
  
I look forward to your response.

Sincerely,   
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -   
cc: [Name of copy recipient] - Optional -