To Place:

The Manager, Date:

Company Name,

Address.

Sub: Request for salary revision.

Dear Sir/Madam,

My name is \_\_\_\_\_\_\_\_\_(your name) working in your company as a \_\_\_\_\_\_\_\_\_\_\_ (your designation), in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(department), since \_\_\_\_\_\_\_(date of joining).

I have been performing well throughout my professional career, and you can hear all the positive words from my superior officers about me.

But Irrespective of all the appreciation I am receiving my salary is not increasing, so here I would like to request you to kindly review my salary.

I shall be grateful to you in this matter.

Thanking you.

Sincerely,

Your name.