To Place:

The Manager, Date:

Company Name,

Address.

Sub: Application for salary increment.

Dear Sir/Madam,

I am \_\_\_\_\_\_\_\_\_(your name) working as a \_\_\_\_\_\_\_\_\_\_\_(your designation), in \_\_\_\_\_\_\_\_\_\_\_(department).

Here I would like to request you to revise my salary. I have been working for the last \_\_ years and I am always sincere and hard working.

Due to the increased cost of living, I am not able to survive with my current salary. A rise in my salary will solve all my financial worries so that I can work more efficiently.

Hope you consider my request for salary raise.

Thanking you.

Sincerely,

Your name.