Melody Brown

123 North St. Miami, FL 33151 · 555-555-5555 · melody.brown@email.com

August 1, 2018

Lydia Smith, Manager
XYZ Sales Company
321 South St.
Miami, FL 33125

Dear Lydia Smith,

I have greatly enjoyed working at XYZ Sales Company for the past three years. In those years, I have become an integral member of the sales team, and have developed innovative ways to contribute to the company.

For example, in the past year alone, I have achieved the following goals:

* Highest-ranking salesperson in customer satisfaction last quarter
* Brought two new high-profile clients to the company, increasing total company sales revenue by 10%
* Voluntarily trained incoming sales staff, totaling 80 hours of voluntary service

I believe I have gone above and beyond the benchmarks we set for my position when I arrived at the company three years ago.

I would therefore appreciate the opportunity to meet with you to discuss increasing my salary so that it is commensurate with my current performance. I request a pay raise of six percent, which I believe reflects both my current competencies and industry averages.

Once again, I am grateful to be a member of this organization, and I enjoy taking on assignments that allow me to contribute to the company.

Thank you for your time. I look forward to speaking with you soon.

Sincerely,

Melody Brown

**Subject Line:** George Smith – Meeting Request

Hi Jane,

Now that the XYZ project is in the rear view and we’re all settling back into our regular routines, I wanted to drop you a line to ask if we can have a meeting to discuss my compensation.

As you know, I started at ABC Corp two years ago as an intern and came on board at a salary that was slightly low in the pay band, with the understanding that we would revisit my pay at review time. Since then, of course, we’ve all been too busy to think much about anything but hitting our deadlines.

I feel so fortunate to have had the opportunity to start my career with mentors like you and Jack, and to continue to learn in a company that’s growing so fast. Over the past two years, I’ve gladly assumed many hats, including lead on our latest project. In addition, I’ve always exceeded my own goals without missing a single deadline. I’ve also continued developing my skillset, taking classes in UX design.

My research indicates that a raise of 10 percent would be appropriate. I’d love the opportunity to meet with you and discuss in person.

Best,

George

George Smith
Junior Graphic Designer
ABC Corp
47 Paper Street, Suite 221
Lansing, Michigan 48864