Firstname Lastname

My Address St Town, ST 55555 • 555-555-5555 • myemail@gmail.com

Day Month Year

Manager's Name Here, Manager

Company Name

Company Address

Town, ST 55555

Dear Manager,

Talk about your time at the company . . .

For example, this past year I have accomplished the following goals at work:

* List the goals you've achieved at work
* Also list any other work-related accomplishments you might have
* Don't forget to include numbers when you can

Industry trends for my position have the following statistics to further illustrate what my expertise is worth:

* Give examples of sources and data that show common salary trends for someone of your skill level.

Go into some detail about why all these items justify your raise request . . .

Outline your actual raise request . . .

I would like to receive a (insert raise percentage) raise to go into effect on (insert date you'd like the raise to start).

Sincerely,

Firstname Lastname

Your Signature