TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Raise Denial Appeal Letter

Dear Mrs. Benjamin,

How are you? I hope all is going well. I’m reaching out to you today as a formal appeal of your denial to award me a pay raise in my position as a sales associate.

In our meeting, you stated that raises within the Kaiser company are reviewed on a scheduled basis following performance reviews. I went over the contract that I signed when hired as a sales associate in 20XX, and there was no mention of any scheduled performance reviews or timed salary increases. I’ve been working as a sales associate for Kaiser Paper Company for almost two years now and have not had a formal performance review.

In my time working for Kaiser, I’ve sold upwards of half a million dollars in product units and allocated 57 new customers. I’ve included records of these numbers below for your consideration.

With this information, I ask that you reconsider your decision to reject my pay raise request within the next two weeks.

Thank you for taking the time. I’d be happy further a meeting and discuss the further terms if needed.

Sincerely,

June Jennings

Kaiser Paper Company

Sales Associate

(474)-338-5839

JuneJennings@KaiserPaper.com