Sample template of a letter asking for a raise

*Dear (Name),*

*As my X-year anniversary gets close, I would like to formally request a review of my salary for my work as a (job title). During my time at (name of company), I have taken on additional responsibilities and have achieved success in several areas. I’ve made a brief list of just some of my accomplishments and responsibilities, which include the following:*

* *Taking the lead on …*
* *Meeting goals in …*
* *Improving efficiencies that led to a savings of $X for the company ...*
* *Achieving success in …*
* *Adding to my (skill level or education as it relates to the job) …*

*Aside from my X skills in this role, I have also demonstrated excellent X abilities and proficiency with X. The staff can count on me for X.*

*I enjoy my work here and appreciate the support you and the team have shown me. Given the added value I have brought the company, I think it is fair to request a bump in pay. Based on the research in the Robert Half Salary Guide, I’ve found that the midpoint salary (or median national salary) for this position is $X for my experience level. Considering regional variances, an X percent raise would put my compensation closer to those salary benchmarks.*

*Thank you for your consideration. I am willing to work with you to accommodate my request, taking into account what is best for the company. Please let me know if you are available for a short meeting.*

*Sincerely,*

*Name*