

Annual Pay Raise Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary with regard to a possible annual pay raise. Over the past year, I have taken on additional responsibilities and contributed to several key projects, which I believe demonstrate my commitment and value to the team and the company.

During the past year, I have achieved the following:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Given my contributions and the industry standards for my role, I would greatly appreciate the opportunity to discuss a potential salary adjustment. I am dedicated to continuing my professional growth within the company and further contributing to its success.

Thank you for considering my request. I look forward to discussing this matter with you at your earliest convenience.

Sincerely,

[Your Name]