From : Mohammed [surname]
Civil Engineer
Employee No. 125

To
[Name]
Executive Manager
[Company name]

Subject: Request for Salary increment

Dear Mr [surname],

I would like to present my request for a salary increment. I have been working in your organization for the last two years, and I have always performed my duty wholeheartedly and never given cause forcomplaint. In the present economic circumstances, my salary is insufficient to support myself and my family, and I sincerely hopethat you will favorably consider my request for a salary increment.

Thank you very much for your time and consideration.

Sincerely yours,

Mohammed [surname]