

## REQUEST LETTER

**Date:** 2025-07-31  
**To:** Mr. Ghufraan Muhammad , GofarMedia Company  
**Subject:** Salary Increment

We are pleased to inform you that in recognition of your hard work, dedication, and consistent performance, your salary has been revised effective from [Effective Date].

Your new monthly/annual salary will be [New Salary], reflecting an increment of [Percentage or Amount], as approved by the management. This decision has been made considering your contributions to [specific project or department] and your overall performance during the review period.

We appreciate your continued commitment and encourage you to maintain your high standards of work and professionalism.

If you have any questions or require further clarification, please do not hesitate to reach out to the HR department.

Congratulations once again!

Warm regards,

  
**GLORY ENTERPRISES**  
**Ghufraan Muhammad**  
**Director Marketing**  
**GLORY ENTERPRISES**  
185 Main Shahrah-e-Faisal Karachi