Akram Shaikh

A/3, 602, Gulsan park society,

Sayyad pura,

Surat.

Date :

To

The HR Manager,

Abc company.

Subject: Asking for raising salary

Respected sir/madam

I am working with this company last 1year. I have been working with full dedication, hardwork and sincierety to achieve the goals of the company. With this letter I want to draw your attention to raise my salary. Kindly look into it.

Yours faithfully

Akram shaikh