

# SOFT SKILL ASSIGNMENT

## Module 1: Effective Communication

### 7. Asking for a Raise in Salary

Subject: Request for Salary Review.

Dear Mr. Kumar,

I hope you are doing well. I'm writing to request a meeting to discuss the possibility of increasing my present wage. Over the last year, I've taken on new duties and continuously met and exceeded performance standards, such as leading multiple successful projects, increasing team efficiency, and contributing to the company's growth.

Given my efforts and improved value to the team, I believe a compensation review is justified. I am convinced that my work is consistent with the company's objectives, and I would appreciate your consideration of my request.

I would be pleased to discuss this more at your convenience. Thank you for your time.

Best regards,  
Shakshi Shah  
web developer  
shakshi1012@gmail.com