

[Your Full Name]  
[Your Job Title/Department]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient's Name (if known)]  
[Title/Position of the Recipient (if known)]  
[Company/Organization Name]  
[Address of the Company/Organization]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to respectfully appeal the recent decision regarding my raise request. Over my tenure at [Company/Organization Name], I have consistently exceeded expectations, received positive feedback, and taken on additional responsibilities.

Considering my contributions, I believe my current compensation does not reflect my value to the company. Industry benchmarks support my requested raise, and I am confident it would lead to increased productivity and motivation.

I understand budget constraints but request your reconsideration, given my track record and dedication to the organization. Attached are supporting documents for your review.

Thank you for your time and consideration. I am available for a meeting to discuss further.

Sincerely,

[Your Full Name]  
[Your Job Title/Department].