

Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra-400325
123456789

01 March 2020

To,
Mr. S.K. Venkatraman
The Deputy General Manager – Accounts,
ABC PQR Ltd.
10056, Lane 3 Industrial Notified Area,
Pune, Maharashtra

Subject: Application for a raise in pay scale.

Dear Mr. S.K. Venkatraman,

Greetings of the day!

I am serving our reputed organization **ABC PQR Ltd.**, as **Chief Accountant** since **May-2007**. I learned a lot during all these years and I am very much satisfied with my work; our organization's working culture, all my seniors and colleagues and feel proud to be associated with such a reputed organization. I see my bright future with this esteemed organization.

I have been doing all my duties and responsibilities to the best of my abilities and have accomplished all the given tasks with desired results and that too within the provided time frame. I have been punctual and also maintained good discipline and character during all these years. I have completed all assigned work with accuracy and efficiency. I deliberately stayed back where I am required to match deadlines on short notices, and done it successfully. This has even been acknowledged by your kind self.

Moreover below mentioned are value additions I made to this organization during my association till now which benefited our company in terms of money as well as reputation.

- 1) Additional professional qualifications acquired.**
- 2) Made the administration process easier reducing operating costs.**
- 3) Made the bill payment process easier and faster reducing operating costs.**

Concerning my pay scale, at present, I am fetching **Rs.5, 50, 000 (Rupees Five Lakhs Fifty Thousand Only)**.

For the last two months, I have been assigned a new responsibility in the production department. I am accomplishing all the desired results since then at your best satisfactory level.

Moreover, my wholehearted contribution to the growth and progress of our esteemed organization will make you feel that I deserve a substantial hike in my pay. I propose to raise my pay to **Rs.6, 00, 000 (Rupees Six Lakhs Only)** as it will put my compensation in line with industry and regional expectations for the work.

It will be a great gesture from your kind side acknowledging my wholehearted efforts towards our esteemed organization if you accept this application and hike my pay accordingly. I assure you the same intensity of devotion and dedication in all my future endeavors; benefiting our esteemed organization each day with all sincere efforts.

If you wish to discuss this further in person, I would be glad to do so as per your convenience. I look forward to a positive response from your kind end. Please look into the matter and do the needful and oblige.

Thank you.

Yours Faithfully,

Mr. Shyam Modi
Chief Accountant
ABC PQR Ltd.