To,

Radhika Madaan,  
HR Manager,  
Tata Steel Industries,  
Mumbai, India.

Dated: Dec 23th, 2017

Subject: Letter for Increment in Salary

Respected Madam,

I would like to bring to your notice that I have completed one year in your company as Senior Graphic Designer. As per the decided norms between us at the time of joining, I would like to request you for a 20 percent hike on my existing salary. I shall be highly grateful to you in doing so.

Thanks and Regards,

Shalini Bhandari

Sr. Graphic Designer