Lilian Wamaitha  
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18th August

Muchangi Peterson  
Managing Director  
BITS Group of Companies  
P.O Box 900057-00010, Nairobi

Dear Mr. Muchangi,

I have greatly enjoyed working at BITS Group of Companies for the past two years. In those years, I have become an integral member of the sales team and have developed innovative ways to contribute to the company.

For example, in the past year alone, I have achieved the following goals:

1. Highest-ranking salesperson in customer satisfaction last quarter  
2. Brought two new high-profile clients to the company, increasing total company sales revenue by 10%  
3. Voluntarily trained incoming sales staff, totaling 80 hours of voluntary service

I believe I have gone above and beyond the benchmarks we set for my position when I arrived at the company two years ago. I would therefore appreciate the opportunity to meet with you to discuss increasing my salary so that it is commensurate with my current performance. I request a pay raise of six percent, which I believe reflects both my current competencies and industry averages.

Once again, I am grateful to be a member of this organization, and I enjoy taking on assignments that allow me to contribute to the company.

Thank you for your time. I look forward to speaking with you soon.

Sincerely,  
Lilian Wamaitha  
(Signature.)