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Dear _____:

During my _____ months here at _____, I have worked on the following projects in the following capacities: _____ _____.

As you are aware, the level of responsibility and the scope of my work has increased steadily. The only thing that has not increased is my pay.

I am writing to request that you consider offering me a pay increase of _____%. I feel that this amount would reflect my level of seniority and the nature of the work I now do here.

Thank you for giving this request your serious consideration.

Sincerely,

_____

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