



Sample Salary Request Letter

Date

Name, Title
Company
Address
City, State, Zip

Salutation,

As per your request for an acceptable salary level for the [job title] position, according to my requirements and market sector information, an appropriate range is [\$0.00-\$0.00]. My compensation may be negotiable under certain circumstances such as an enhanced benefit package, increased opportunities for advancement and quicker merit reviews.

I am confident that my education and work experience provide me with the exact skills required for this position. In addition, there is no doubt that I will make a positive contribution to your team and the agency at large as your new [name of position]. My energy and determination are exceeded only by the limits of the hours in the week available to accomplish our goals.

I thank you for this opportunity to become a key player in [Organization/Agency Name].

Sincerely,

[Name Under Signature]