

Name of the Sender

Sender's Designation

Date

Name of the Recipient

Designation of the Recipient

Address of the Company,

Subject Salutation,

Letter Body: Include the letter's purpose with the recipient's name, designation, and employee ID. Add your date of joining, the number of years you have worked in the company, and the goals you accomplished that deserve to be considered for an increment.

Closing Sentence

Sender's Signature

Sender's Name

Sender's Designation

Sender's Contact Details