

Sarah Russel

123 Main Street, Anytown, CA 12345 · 555-555-5555 · sarah.russel@email.com

January 14, 2021

George Lee
Manager
XYZ Company
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee,

I hope you are doing well. I am writing to appeal your decision not to grant my annual pay raise, which we discussed last Tuesday at our annual review meeting.

As you stated in our meeting, you believed I had been late to work too many times this year to warrant a pay raise. According to my records (which I received from Human Resources), I have not been late more than two times this year. I have attached the Human Resources document marking my tardies.

In light of these facts, I request that you reconsider your decision about my pay raise.

I greatly appreciate you taking the time to read this and the attached document. I am happy to meet with you any time to discuss this further.

Respectfully,

Sarah Russel