[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: RAISE REQUEST**

Dear [CONTACT NAME],

This letter is to acknowledge the receipt of your letter dated [DATE]. You are to be commended for your progress during the past [NUMBER] months. We do appreciate committed people like yourself.

However, after an evaluation of your performance, I do believe that your recent request for a raise is premature. To conform to our company policy, I would suggest discussing a salary increase after you have worked here for [NUMBER] months. If you continue on the same path, I am certain that your timely request will be met with a positive answer.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]