Richard Evans,

Virtusa International,

Monterrey

14 February 1998

Mr. Charles Wright,

Manager,

Virtusa International,

Dallas, UK

Dear Mr. Wright,

I am pleased to inform you that I have settled in our Monterrey Office well. All the employees are friendly and work minded. I have joined office from Monday.

I have written to you to request you for an increase in my pay. Since the living conditions in Monterrey are different from those in Dallas, it is only fair that I ask the board to consider an increase in my pay. I feel this is the right time to ask for the hike since a few of us who have been transferred would write to you for the same reason. I hope you consider my request and move to take appropriate action.

Thanks and Regards,

Richard Evans,

Transport Executive