Linda Walker,

Coromandel International

July 02, 1999

Mr. Edward Young,

HR Manager,

Coromandel International,

Colorado, USA

Dear Mr. Young,

I am glad that my contribution towards the Supreme Project has been recognized and my suggestions have been incorporated in the final report. I had worked hard towards the end report and now that the board has approved it, my efforts have been well rewarded.

In this regard, I take the opportunity to remind you sir, that since I have gone out of the way to work for this project, it is only fair that I get a pay hike along with the credit for my work. I had been promised by the management that any commendable work will be well accounted for. Hence I request you to consider my request and look into the matter of my salary hike at the earliest.

I thank you for your consideration in the matter.

Regards,

Linda Walker,

Senior Engineer