Kenneth Moore,

S&D Co.,

January 12, 1990

Ms. Ruth Carter,

Reporting Manager,

S&D Co.,

Glasgow, UK

Dear Ms. Carter,

I take this opportunity to congratulate you on your impressive speech during the board meeting this Monday. The fact that you have in mind all those said changes have really relieved us from lot of peer pressure.

My purpose of writing to you is to ask you for a favor. As you are aware I have been working in the position of Head of Department, Sales for a period of ten years now. As is the company policy every employee is entitled to an increment in the salary after the said period. Hence I request you to consider my request of an increment in my salary on the mentioned grounds of experience.

Awaiting your say in the matter.

Regards,

Kenneth Moore,

Head of Department, Sales