**Application for Annual Bonus**

The Finance Manager,
ABC Company.

**Subject: Application for Bonus**

Respected  Sir,
It is stated that I am Sadia Akhtar, working in this company as a Junior Accountant. It is to inform you that I was on leaves allocated to me the last month March-2014. At that time, employee bonus was provided to staff. I was unable to get that at that time. I request you to kindly provide me  annual bonus now, as I am back to office. I shall be thankful to you in this regard.

Yours Sincerely,

Sadia Akhtar,
Junior Accountant.