**Application for Bonus Request**

Respected Sir,

With due reverence, it is stated that I am the employee of this company, working as an Accountant here. I am a very attentive and meticulous worker. I have been participating in corporate activities and always take interest in progress of the country, even pitched some deals with the clients in absence of manager. With above all mentioned aspects, I want to request for bonus this year as I have been performing well too and need money for my daughter’s admission too. I assure you that my work efficiency will increase by the time. I hope that you take my request into consideration.

Yours Sincerely,

Name:———————  
Designation:——————–