**Application for Eid Bonus**

The Human Resource Manager,  
ABC Company.

**Subject: Application for Eid Bonus**

Sir,  
Respectfully, it is stated that I am Sohail Ali, providing my services to this organization since 3 years as an Accountant. It is requested that as Eid Bonus is provided to every employee (excluding employees on probationary period) according to company policy. It is to inform you that I have to arrange a function of my daughter during Ramadan. For the expenses, I would be obliged if you will kindly provide me Eid Bonus, earlier. It would be such a huge favor for me.

I shall be grateful to you.

Sincerely,

Sohail Ali  
Accountant.