**Application for Release of Bonus against Sales Target**

Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

The Director Finance,

A,B,C  PVT. LTD.,

<City>

Dear Sir ,

Refer to our year 2017 sales target policy I am pleased to inform you that I have sold my sales targets set by the company for year 2017.

As per our company sales policy my early target achieving for current year a bonus of amount Rs 5000/= is due at company’s end. So it is humble request to please release my bonus amount and provide me sales target for remaining month of year 2017.

Yours Sincerely,

Wasi Haider

Employee Code  : 1234 ( North Zone)