**Application for Bonus Request**

The Marketing Manager,  
ABC Company.

**Subject: Application for Bonus Request**

Sir,  
Respectfully, It is stated that I am Sumbal  Hayat, working in this esteemed organization as a Sales Officer since last year. I want to say that, each employee of the organization is able to apply for getting bonus after the training period is over. I have completed my probationary period, and being a permanent employee I want to apply for the employee bonus. As, I need it for my personal home use. Kindly, permit it. I shall be grateful to you for this.

Thanking you I remain.

Sincerely,

Sumbal Hayat  
Sales Officer.