**Bonus Request Letter Sample**

DATE  
  
Carmichael Company  
9095 Sycamore Blvd.  
Motor City, IN 85698  
Attn: Jamie Smith  
  
Dear Mr. Smith,  
  
I am writing to request a bonus for my recent work in a project for the companies HR department. The billboards designed were done on my own time and to help resolve employee shortages. By reviewing my personnel record, you will see that I am an hourly employee, not salary.  
  
I logged over 50 hours of extra work on this project, all of which I have not been reimbursed for. While I don’t mind helping out a bit with projects and extra assignments, my hours have exceeded an acceptable amount of time to donate without payment.

Because of the shortages at the company, many people are working overtime and longer hours. I knew how import it was, to make sure that these signs were done, so HR can begin to promote our company at job fairs. I know that salary employees don’t have a say, but I am hourly and I have not been compensated for all this extra time.

After working more than weeks’ worth of extra time to help the company out, I feel that I should be reimbursed. I have been with the company for a long time, 12 years to be exact. I have never had a write-up, an occurrence or anything. I have devoted myself to this company and always made sure that the best interests of Carmichael Company was protected.

My normal salary is $1,050 a week, or $26.25 an hour. I worked an additional 10 hours over a normal workweek, and at time and a half, that would be $328.12. The materials I spent on this project were $798.29. This includes signage, paints, paintbrushes and other misc. items. I am requesting a total of $2176.41 to cover my time and expenses. I look forward to discussing this with you soon. I can be reached by phone anytime at 740-895-5987.

Sincerely,

Rachelle Hilton

By Andre Bradley