**Bonus Request Letter after Excellent Performance**

Dear [Manager Name],   
  
As we approach the end this quarter, I would like to take this opportunity to highlight my extraordinary performance during this period. [Describe in details how exactly you over-performed. What were your achievements? What was it that you accomplished?]   
  
I am confident that you agree with me that hard work should be rewarded. I think my achievements in the last quarter merit a bonus. I hereby kindly ask you to consider monetary reward commensurate with my latest performance. I am willing to give even more and would be thankful if my efforts are recognized.   
  
Thank you.   
  
  
Sincerely,   
[Your name]   
[Date]