**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]