

Writing a Bonus Request Letter

The Manager HR,
Falcon's Association Club

Subject: Application for Bonus

Respected Sir,

It is stated with awed reverence that I am working as a diligent and hardworking employee since a span of two years in this prestigious organization. Sir, you are aware of my capabilities which are enhancing with time. I am a quick learner and have even started to take part in other on-going corporate activities as well. I not only work as an assistant but I move in other departments and offer my working services.

On behalf of all this activeness, I request you to please provide me with a bonus this year as I am in need of additional amount for my sister's marriage. Sir, I assure you that I will work with efficiency even more. I hope that you will consider this request of mine.

Thanking you in anticipation.

Yours Truly,

Robert Johnn