**Sample Letter Regarding Bonus Not Received**

To,

The Human Resources,

\_\_\_\_\_\_\_\_\_\_ (Name),

\_\_\_\_\_\_\_\_\_\_ (Address)

Date: \_\_/\_\_/\_\_\_\_ (Date)

Subject: Request for bonus

Respected Sir/ Madam,

My name is \_\_\_\_\_\_\_\_\_\_ (Name) and I am working in \_\_\_\_\_\_\_\_\_\_\_ (Department) as a \_\_\_\_\_\_\_\_\_\_ (Designation) having employee ID \_\_\_\_\_\_\_\_\_\_ (Employee ID).

I am writing this letter to inform you that I have not yet received my bonus yet. This was to be credited on \_\_/\_\_/\_\_\_\_ (Date). Most of your employees already received this bonus on \_\_/\_\_/\_\_\_\_ (Date) but it is \_\_/\_\_/\_\_\_\_ (Date) today and I have not yet received the same yet. I request you to kindly look into the matter and help me by providing me a bonus as this will serve as good support to my financial condition.

I shall be highly thankful for your kind support.

Thanking you,

\_\_\_\_\_\_\_\_ (Signature),

\_\_\_\_\_\_\_\_ (Name),

\_\_\_\_\_\_\_\_ (Contact Number)