

Sample Letter for Bonus Claim

Bonus Request Letter to Employer

The Accounts Officer,

The Café

Jiao tong Avenue, Turkey

Subject: Bonus Encashment Request and Recovery from Salary Issue

Respected Concern,

Most respectfully it is stated that last month establishment has announced the two month salary in bonus for the employees. I have submitted my request to draw the bonus but your clerk has intimated me about the request to be processed as the advance salary encashment. I want this office to make clear the status of my double bonus and why there is a delay in credit of my bonus to the office account. Kindly verify my account number XZTRG032 and make process towards the encashment of my bonus urgently please.

Yours Sincerely,

Tabaak.

Executive Chef