

Formal Bonus Request Letter

Subject: Request for Performance-Based Bonus

Dear [Manager Name],

I hope this message finds you well. I am writing to formally request consideration for a performance-based bonus, reflecting my contributions over the past [time period]. During this period, I successfully [list key achievements, exceeded targets, or delivered exceptional results].

I believe my efforts have contributed significantly to the team and company objectives. I would appreciate your review of my request and consideration for a bonus that reflects my performance.

Thank you for your time and attention. I look forward to your positive response.

Sincerely,

[Your Name]

[Position]

[Company Name]

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