

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inquire about the performance bonus for the upcoming evaluation period. As a dedicated and committed member of the [Department Name] team, I believe it is important to understand the criteria and process for awarding performance bonuses.

Throughout my tenure, I have continuously strived to exceed expectations and contribute positively to our team's goals. I would greatly appreciate any information you could provide regarding the performance metrics and the timeline for the bonus evaluation process.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]