

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 appeal for consideration of an annual performance bonus for the [Year] period. Over the past year, I have consistently strived to exceed my performance goals and contribute positively to our team and company objectives.

During this time, I successfully [mention specific accomplishments, projects, or metrics that highlight your contributions]. I believe these efforts have significantly impacted our team's performance and aligned well with our organizational goals.

I understand that the decision for bonuses is a competitive process; however, I would appreciate the opportunity to discuss my contributions in more detail and how they align with the criteria used for bonus distribution.

Thank you for considering my appeal. I look forward to the possibility of discussing this matter at your earliest convenience.

Sincerely,

[Your Name]

[Your Job Title]