

# Completion Bonus Inquiry

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the completion bonus associated with the [Project Name] that was successfully completed on [Completion Date]. As per our contract, we were to discuss the potential bonus upon the successful completion of this project.

Throughout the duration of the project, our team made significant efforts to ensure all tasks were completed ahead of schedule and within budget. Given our commitment to quality and efficiency, I would like to discuss the details regarding the bonus and how it will be distributed.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]