

# Construction Project Productivity Bonus Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the consideration of a productivity bonus for the [Project Name], which commenced on [Start Date] and concluded on [End Date].

During the course of the project, our team has consistently exceeded performance metrics and maintained quality standards while adhering to timelines. Noteworthy achievements include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Given these accomplishments and the positive impact they have had on the overall project outcomes, I believe that a productivity bonus is warranted. I appreciate your consideration of this request and look forward to discussing it further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]