

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Thank You for Bonus

Dear :

Your generosity is greatly appreciated and it is a wonderful feeling to know that hard work does not go without notice. Please accept my thanks for the quarterly bonus.

Sincerely,

N A M E