Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I would like to express my gratitude to you for providing me with a bonus this month. I am grateful for your generosity. I must say it came as a very pleasant surprise to me as I was not expecting an extra check enclosed with my regular salary.  Thank you for this unexpected yet delightful bonus right before the holiday season. I shall put it to good use to enjoy the festivities with my family.

With thanks,

Name Here

Your Title