

Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra-400325
9876543210

01 March 2020

To,
Mr. S.K. Venkatraman
The Deputy General Manager,
Apex Pharmaceuticals Ltd.
10056, Lane 3 Industrial Notified Area,
Pune, Maharashtra

Subject: Accommodation Request

Dear Mr. S.K. Venkatraman,

Greetings of the day!

I am serving our reputed organisation **ABC PQR Ltd.**, as **Chief Accountant** since **May 2007**. At present, I stay in our company's bachelors' accommodation located on **M.G. Road - Pune**.

As you are aware that I got married last month and now I want to shift my family to our city. Now being married I got eligible for getting accommodation in our reputed company's colony build for its staff and their family members.

I hereby apply for the accommodation as per my eligibility. I am ready to abide by all the terms and conditions as stipulated by the company. Please sanction my application and allow me a suitable accommodation at the earliest and do the needful and oblige.

Thank you.

Yours faithfully,

Mr. Shyam Modi
Chief Accountant
Apex Pharmaceuticals Ltd.