

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

01 February 2020

To,
Mr. S.K. Venkatraman
The Deputy General Manager – Accounts,
ABC PQR Ltd.
10056, Lane 3 Industrial Notified Area,
Pune, Maharashtra

Subject: Application for Car Facility.

Dear Mr. S.K. Venkatraman,

Greetings of the day!

I am serving our reputed organization **ABC PQR Ltd.**, as **Chief Accountant** since **May-2007**.

As I have to visit our all branches on a regular basis to monitor the work and going via taxi is causing higher travelling expenses to our company. Hence, I hereby request you to sanction me **an office car facility**. Availing this facility will help **me easily monitor the work, save money and smooth running of functions at our branches.**

I hereby request you to sanction my application facilitating as requested above and do the needful and oblige.

Thank you.

Yours Faithfully,

Mr. Shyam Modi
Senior Accounts Manager
ABC PQR Ltd.