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| **Mr. Shyam Modi**  **33, M.G. Road**  **Nr. Post Office**  **Pune, Maharashtra-400325** |
| **01 February 2020** |
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**To,**

**Mr. S.K. Venkatraman**

**The Deputy General Manager – Accounts,**

**ABC PQR Ltd.**

**10056, Lane 3 Industrial Notified Area,**

**Pune, Maharashtra**

**Subject: Application for Special Office Room 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 **am working on companies high profile clients and privacy of data is inevitable.** Hence, I hereby request you to sanction me Special Office Room facility. Availing this facility will help **me keep data of our clients safe and secure.**

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.**