**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 a P.G**. 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.**