

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 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.