

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,  
Star Pvt Ltd.  
10056, Lane 3 Industrial Notified Area,  
Pune, Maharashtra

**Subject: Application for Laptop Facility.**

Dear Mr. S.K. Venkatraman,

**Greetings of the day!**

I am serving our reputed organization Star Pvt Ltd., as Chief Accountant since May-2007.

As we need to meet work deadlines and working after office hours sometimes becomes inevitable. Hence, I hereby request you to sanction me laptop facility. Availing this facility will help me to work from home after office hours.

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  
Star Pvt Ltd.