Date:

Name of the recipient:  
Address of the recipient:

**Subject: REQUEST FOR ACCOMMODATION**

Dear Mr. ABC,

I am (mention your name) working in the management department of the company as an assistant manager. I have been working in your company for more than 5 years. My employment ID is AD235.

Recently I have shifted to my new house which is, unfortunately, a little far from my office. I am facing difficulty in daily traveling from home to office and then back home. There is no place I can reside near the office. In addition to it, I cannot afford the available accommodation options.

By writing this letter, I would like to put forward a formal request to provide me the facility of accommodation as it is the policy of the company to help employees who are unable to find a suitable hostel. This way, I will be able to reside close to my office and reaching the office will not only be convenient but it will also save me time.

I am ready to proceed with the formalities of shifting to new accommodation that the company will provide me. I shall be very much grateful to you for helping me out. To have further queries, you can contact me any time.

Regards,

Name of the employee

Signatures