Date:

To

[The Recipient Name]  
[Designation]  
[Company Name]

With due respect, it is stated that I have not been able to wear my uniform since last week and will not be able to do so for the next two weeks either. The reason is that I become highly allergic to peanuts during winters causing my skin to swell and itch. My itching gets worse when I wear anything nylon and I cannot cover my hands and feet with gloves and socks respectively made up of any material at all, be it cotton or anything else. The worst part is that this allergic reaction does not subside for a whole month.

I ask for your sympathy over my problem and allow my entry into your organization’s boundary hassle-free. I have to be stopped at the gate every morning and the inquiry takes about ten minutes of both of our valuable time. To rub salt on my wounds I have been fined about three times now in the past week as well even though my condition is totally out of my hand.

This time the way I contracted my allergy wasn’t my fault either. I ordered food at your institute’s cafeteria and just like always, gave them special instructions to not add any ingredient that is or has peanuts, but the cafeteria worker forgot and added peanuts to my food. It was ‘Chow Mein’ that I ordered last week. I had to be taken to the medical ward and given Diphenhydramine injection an hour after I ate from the cafeteria.

Again, I would like to request of you be considerate of my condition and give special instructions at the gate not to constrict my entry to your organization.

Regards,

[Your Name]  
[Designation]