Date:

To:

Address of the recipient:

From:

Address of the sender

**Subject: Request to stay outside the accommodation provided by the company**

Respected sir,

I am Mr. ABC working as (mention your designation) in the sales department of the company. I have been living in the (mention the address of the company’s accommodation) for last six months. I am writing this letter to make a formal request to you to allow me to stay outside the location of the residence that you have provided to me.

My mother is very ill and there is no one to take care of her. She lives in the same town, and it would not be difficult for me to commute to the office daily from there. I would also like to request to you kindly not deduct accommodation charges from my salary. I will be highly obliged. I am looking forward to your positive response.

Regards,

Name of the employee  
Designation of the employee in the company  
Name of the department

Signatures