**To**

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

**Subject: Request for company accommodation due to [X]**

Dear Mr. ABC,

I am (state your name) working in the (name of department) department of this company as a (tell your post). I have been working in this company for (state how many years).

Recently, I have moved to a new house which is rather far from the office. Therefore, I am finding it tough commuting daily from home to the office and then back. I cannot afford the present accommodation options close to the office.

I am writing this letter to formally request you to give me some accommodation because it is the policy of a company to aid employees who cannot find a suitable place to stay. I will be able to reach the office conveniently like this.

I shall be grateful if you help me out. If there is any question, you can contact me.

[Your Name]  
[Designation]  
[Company Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_