To- [ketan.734@gmail.com](mailto:ketan.734@gmail.com)

**Subject: Letter of seeking help from boss**

Dear Ketan sir,

My name is Dushyant Yadav. I Hope you are doing well. I know you are busy with the end of the financial year, but I wondered if you could help me.

I am stuck with some software issue.

Are you able to arrange a meeting with me to shorten this problem out as soon as possible so I can work effectively?

Please take into consideration this email and hope to see you soon.

Regards,

Dushyant Yadav