

From,

Dane Leblanc,

50 Corona Ave.

Fair Lawn, NJ 07410

United States

Date:_____ (Date on which letter is written)

To,

Troy Coffey,

Nampack Ltd

76 Prince Ave.

Millville, NJ 08332

United States

Sub: Requesting for allowance

Dear Mr. Winton,

I want to bring to your kind attention that I have not received my medical and transport benefit till now. I have been serving your organization for the past ten years, and it has happened to me for the first time. I have submitted all my bills to the Accounts department in time, but till now, my allowance has not been credited into my bank account. The total amount needs to be credited \$4000 for the month of July-August.

I would request you to please look into the matter and get the needful done at the earliest. I am enclosing the copies of the bill for your reference.

Your promptness in this regard will be highly appreciated.

Thanking you,

Yours sincerely,

Marc Steven