

24th November, 2021

TO

Globetech Company Limited

H-198, Road-08, Block-D, Mohanagar Project,

Hatirjheel, Dhaka1219

Subject: Request for taking Laptop home.

Dear Sir,

This letter is to request to take a laptop for my work in the office as the one I am using now is outdated. There are many new functions available today that I am not able to use. Also, the time it takes to access websites and documents is so long that it makes my job much more difficult and wastes time.

Laptop Information is given below.

Brand: HP

Model: 840 G3

Kindly, approve the permission to take the laptop home for some office works and complete the course, so I can start being more productive. Your prompt action in this matter would be greatly appreciated.

Laptop Information is given below.

Brand: HP

Model: 840 G3

Yours Sincerely,

Md Masud Rana