### **8. Email to Your Boss About a Problem (Requesting Help)**

**Subject:** Request for Assistance with [Problem Description]

Dear Sir,

I am currently facing an issue with [briefly describe the problem], and I am finding it challenging to resolve it on my own. I would greatly appreciate your guidance and support to help address this matter.

Please let me know if we can discuss this further.

Thank you for your help.

Best regards,  
 Ankita Gondaliya