02th March 2022

To

DGM, Admin & Security

Ha-Meem Group

387, TML Building, Tejgaon Industrial Area

Dhaka-1208

**Subject: Request for Official Transport**

Dear Sir,

I am undersigned in the position of Trainee Software Engineer, Information Technology Department. My present address is in Khilkhet, Dhaka-1229. From my residence, I am using local transport. I want to request the transportation facility from the office. As there is some local bus on this route, but has lot of pressure in morning. So, it would be very hassle for me to maintain office timely without transport.

I would therefore request you to grant official transport facility for me. This would allow me to come to the office safely and in the best interest of the organization.

With best Regards,

Md. Sohel Rana Khan Muhammad Faruque Hossain

Trainee Software Engineer IT Manager

IT Department

ID: 012112

Contact Address: 01684-360763

Ext: 1025