To,

Transport Incharge,

CIIT Lahore

**Subject:** Transport Facility discontinuation and monthly charges cancellation

This is to inform that I have been utilizing my personal conveyance for past six months but monthly charges are being deducted from my salary. So it is requested to cut down my name from list of transport availing staff and same may be notified to accounts office so that **monthly transport charges may not be deducted from my salary.**

Thanking in advance in anticipation.

Muhammad Irfan

Software Developer, ITC

CIIT Lahore