

Application/Formal Letter Template

05/05/2024

The principal/ The chairman/DC

“X” College

Sadar, Lakshmipur

Subject: Application for/Requesting for installation of multimedia facilities.

Sir/Madam,

I am writing to respectfully request your kind attention regarding the lack of multimedia facilities in our “X” college./the arrangement of study tour./supply of electricity,relief/setting up sth

❖ Multimedia facility/Canteen/Library/Extra Classes...etc. Our College is one of the most reputed colleges in our district. Unfortunately/Sadly, there is no multimedia facility. If there is a projector/library/canteen... available, we will get a better understanding in our learning/ get safe healthy food/ get better academic resources. So/hence, we are facing a lot of problems.

❖ Study-tour/Excursion/Picnic/Stage Drama.....etc. Our college has a tradition of hosting/arranging a [type of event] every year. This event is an important opportunity for us to get educational and cultural experiences. We are eager/interested to continue this tradition. This year we want to make our study tour in the “X” area.

❖ Personal needs like monthly fee waiver/ absence..etc. I have shown excellent Performance in all exams. All along, I secured top position in the exam. However, I have/ my family has some limitations/problems. So/hence, I need

❖ Local area problem/Electricity/Tubewell/Relief...etc. Our area is an old area with a large population. Nearly/almost 10,000 people live here. We have been living here peacefully. Currently/Nowadays, we are facing/suffering a lot of problems for.....(topic). Normal life is hampered here.

Therefore, we earnestly request that you consider providing/installing multimedia facilities. We are hopeful that you will grant/accept our request and help us to improve our education. Thank you for your time and attention.

Yours sincerely,

[Your Name]

[Your Class/Roll Number]

On behalf of the students of [Class Name/Year]