

Official Letter Example “letter to the Principle of your college requesting him to make effective changes in the college library” Complete Official Letter for All Class 10.

Examination Hall,

X Y Z City,

July 29, 2016

To

The Principle,

**..... college,
X Y Z City.**

Sir,

I am a student of B.A. Part II class of your esteemed college. I wish to point out certain drawbacks in the college library. These need your immediate attention. A visit to the college library. These need your immediate attention. A visit to the college library will reveal the exact position.

This college will be celebrating its silver jubilee next year. It is an old college with a first-rate reputation. It is pity that its library which was once the pride of the college should fall on bad days. The floor-matting is out of shape and the furniture placed in the library hall is old-fashioned and worn-out. The number of students is fairly large but the seating capacity is quite inadequate. The covered verandahs in the library building. Electric fans are old ones and they produce strange sounds.

The library is under-staffed and the librarian and his assistants do not work under this very pretext. They are indifferent towards students in general. They listen to only those students who come of well- connected families or who enjoy the patronage of some prominent lecturers. Books issued in the name of lecturers are not returned for months together. The needy students suffer as they cannot afford to by costly books. In some cases, the pages of books are found torn out at places. Old magazines are not issued to students. There is no proper silence maintained in the library. The librarian fights shy of taking up such important matters with you.

It is, therefore, requested that some solid steps may kindly be taken to redress the grievances of the students.

Thanking you,

Yours obediently,

Vikas.