

Official Letter Example “letter to the Divisional Traffic Superintendent asking for concession in fare” Complete Official Letter for Class 10, Class 12.

A B C College,

..... City,

September 13, 20...

To

The Divisional Traffic Superintendent,

Northern Railway,

Ferozepur.

Dear Sir,

A party of twenty students of this college is proceeding on an educational tour during autumn break in colleges. The party will leave the station on 25th of September, 20.... and return on 2nd of October, 20.... During the tour, the party will visit Ambala, Delhi, Mathura, Agra, Gwalior and Jhansi. They will be staying in a railway tourist car. A draft for Rs. 1000/- as advance booking for a tourist car is being enclosed herewith. The party would like to avail the student concessions available under the rules.

It is, therefore, requested that concession for students travelling second class may kindly be granted. The concession should be made available both ways from September 25 to October 2, 20.... A list of the names of the bonafide students of the college and the entire tour program are enclosed herewith.

Thanking you,

Yours faithfully,

Principle,

ABC College.