


Letter to School Authorities

Question 1.

You are Vidya/Vidhan Sharma living at 63, B-Block, Greater Kailash, New Delhi. You came across the following advertisement:

 INTERNATIONAL INSTITUTE OF FASHION TECHNOLOGY H.O. : H-12, South Ext.-1, New Delhi Tel-24XXXXXX C.O. : M-15, 2nd Floor, M-Block, GK Part-1 Tel 29XXXXXX West : B-3, Rajouri Garden, Ph.- 25XXXXXX	ADMISSION OPEN January, February & April 20XX Fashion Designing Textile Designing Interior Designing Degree Courses Available
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Write an application to the Course Director, asking him to send you the information brochure and application form. You are particularly interested in Textile Designing.

Answer:

63 B Block
Greater Kailash
New Delhi 110048

17 July 20XX

The Course Director
International Institute of Fashion Technology
M 15 2nd Floor
M Block
GK Part-I
New Delhi 110048

Dear Sir

Subject: Course in textile designing

I came across your advertisement in the Times of India of 16th July, about the courses offered by your institute. I am interested in knowing more about the course in Textile Designing.

I have completed AISSE and now wish to join a professional course in Textile Designing. Kindly let me know if I am eligible for it. Further, please let me know the duration of the course and the fee.

I would also like to know the procedure for obtaining admission. I shall be grateful for an early response. Please send me the brochure and an application form.

Yours faithfully
Vidhan Sharma

Question 2.

As the Head Boy of your school, write a letter to the Principal requesting him to organise an excursion to Haridwar for an adventure holiday like white water rafting, rock climbing and mountaineering.

Answer:

K-257
Kartan Nagar
Delhi 1100XX

6 February 20XX

The Principal
Bhagirathi Public School
40 Feet Road
Kartar Nagar
Delhi 1100XX

Dear Sir

Subject: Request to organise an excursion for an adventure holiday

On behalf of the students of class XI, I request you to kindly arrange an adventure holiday for us. As this is our last year in school, we would like to have a four-to-five days holiday in the Himalayas where we can go for white water rafting, rock climbing and mountaineering. We feel our March holidays, following our final examination, are ideal for such an excursion. The time between sessions can be utilised for this purpose.

I hope you will consider our request favourably.

Thanking you

Yours faithfully
XYZ
(Head Boy)

Question 3.

As the Head Boy of your school, write a letter to the Principal requesting him to make internet facilities available to students in the library.

Answer:

B-66, Shahid Nagar
Agra, U.P. XXXXXX
4 April 20XX

The Principal

Nav Siksha Niketan Senior Secondary School
Bhola Nath Nagar
Agra, U.P. XXXXXX

Dear Sir

Subject: Request for internet facilities for students in the library

On behalf of the entire students' body of our school, I request you to please provide internet facilities in the library.

Due to dearth of internet facilities, we feel quite inadequate when we come in contact with students of other schools. This facility will improve the quality of our work in all areas. Our project presentations will be more meaningful and our debates and speeches well researched.

As you always put the students' growth on top priority, please consider our request favourably.

Thanking you

Yours faithfully
XYZ
(Head Boy)

Question 4.

As the Head Boy of your school, write a letter to the Principal requesting him for improvements in the school canteen. The hygienic conditions as well as the menu need to be looked into.

Answer:

222 A
Ram Nath Gali
Shahdara Delhi 1100XX

15 April 20XX

The Principal
English Grammar Senior Secondary School
Shahdara
Delhi 1100XX
Dear Sir

Subject: Request to improve the school canteen

On behalf of the entire student community, I request you to improve the school canteen. The canteen needs to be improved in all areas. The menu it offers is extremely limited and boring. The staff is unable to cope with the rush during recess; therefore, a self-help counter would be of great help. Most important, the hygienic conditions in the kitchen need to be looked into. Regular treatment is essential to eliminate cockroaches and other insects. The owner/contractor should issue gloves and aprons to the staff to ensure cleanliness.

I hope you will consider our request favourably.

Thanking you

Yours faithfully
XYZ
(Head Boy)

Question 5.

As the Head Boy of your school, write a letter to the Principal requesting him for improvements in and updating of the school auditorium especially, the lights and sound systems which are old and outdated.

Answer:

22 Block C
Near Mother Diary
Saket
Delhi 1100XX
11 February 20XX

The Principal
APJ School
Saket
New Delhi 1100XX
Dear Sir

Subject: Request for updating of the school auditorium

On behalf of the students' community, I seek to draw your attention to the pitiable condition of the school auditorium.

The seating section is satisfactory, but the balcony needs some additional fans. It becomes very hot and stuffy during July/August and the audience gets restless.

The stage area requires changes. The sound system is obsolete and needs to be changed. Similarly, we have very limited lights on the stage. If we could have the updated innovations in lighting, it would improve our cultural programmes tremendously. Similarly, the greenrooms need to have better mirrors and lights and an additional changing room if possible in the girls' section. With these improvements, our auditorium will be an asset to the school.

Thanking you

Yours faithfully
XYZ
(Head Boy)

Question 6.

As the Head Boy of your school, write a letter to the Principal requesting him for permission to organise a special assembly for the parents and family members of a local army jawan who died in Srinagar combating terrorists.

Answer:

105, Block C
DLF Ankur Vihar
Ghaziabad 20XXXX

20 July 20XX

The Principal
Salwan Public School
Tronica City
Ghaziabad 20XXXX

Dear Sir

Subject: Permission for organising a programme to honour late Havildar Sujan Singh

We, the students, would like to organise a programme to honour the martyred Havildar Sujan Singh on the auspicious occasion of Independence Day. Please grant us permission for the same.

Sujan Singh hailed from our town and was a student of the Government Boys Senior Secondary School. His parents still live here. We would like to invite them as the chief guests. The purpose of the programme is to honour the memory of Havildar Sujan Singh and to help the students know about his bravery and selflessness in fighting terrorists in the remote Srinagar valley where he lost his life after killing the leader of the terrorist group.

We shall be grateful for your permission as well as guidance in making the programme a great success.

Thanking you

Yours faithfully
XYZ
(Head Boy)

Question 7.

As the Head Boy of your school, write a letter to the Principal requesting him for updating the library with encyclopaedia and other knowledge-related books.

Answer:

B-66, Mandawali
Delhi 1100XX

2 April 20XX

The Principal
AVB School
Patparganj
Delhi 1100XX

Dear Sir

Subject: Request for upgrading of the library

On behalf of the entire student community of our school I wish to draw your attention to the need to modernise and upgrade our library.

Our library is particularly deficient in encyclopaedia related to history and culture. The science encyclopaedia is outdated and old.

Our library needs to be furnished with knowledge-related up-to-date books to boost the awareness level of the students.

Thanking you,
Yours faithfully
XYZ
(Head Boy)

Question 8.

As the Head Boy of your school, write a letter to the Principal requesting him to arrange a visit of the students to the Commonwealth Games.

Answer:

A 66, Gali No. 10
New Rajendra Nagar
New Delhi 1100XX

2 August 20XX

The Principal
St. Thomas School
Connaught Place
New Delhi 1100XX
Dear Sir

Subject: Visit to Commonwealth/Natipnal/Zonal Games

We shall be grateful if you kindly organise a trip to witness Commonwealth/National games to be held in our city from October 3. We would particularly like to see the hockey matches that the Indian team will be playing.

Kindly consider our request favourably.
Thanking you

Yours faithfully
XYZ
(Head Boy)

Question 9.

As the Head Boy of your school, write a letter to the Principal requesting him to arrange a theatre workshop for students by inviting experts from the National School of Drama.

Answer:

225, Block A
Gomati Nagar
Lucknow 20XXXX

2 April 20XX

The Principal
Bal Bharati Public School
Lucknow 20XXXX
Dear Sir

Subject: Request for holding a theatre workshop

I request you to kindly arrange for a theatre workshop in our school for the students of classes IX to XII.

As you are aware the students of our school have multi-faceted talent, but they need proper training for polishing and refining them.

Some noted theatre personalities practise their craft in our city. They would be happy to guide the youngsters as well as make them aware of the latest trends in Indian and the world theatre.

We, students, shall be grateful if you arrange for a theatre workshop.

Thanking you
Yours faithfully
XYZ
(Head Boy)

Question 10.

As the Head Boy of your school, write a letter to the Principal requesting him to include a course on advertising and film making in the vocational studies curriculum.

Answer:

B-26, Ganesh Society
Main Highway Road
Ahmedabad XXXXXX

15 April 20XX

The Principal
Sardar Patel Senior Secondary School
Ahmedabad XXXXXX
Dear Sir

Subject: Request to add courses on advertising and film-making

I make this request on behalf of the students of classes XI and XII. We would be thankful if you could introduce courses on film-making and advertising in our vocational studies curriculum. Youngsters are attracted to films and ads. Formal training at this stage will help them choose their career after school.

Please give a serious thought to our request and oblige.

Thanking you
Yours faithfully XYZ
(Head Boy) .

