

Write a Letter Requesting a Favour in Connection with a Charity Programme

B-12, Kailash Colony,

New Delhi-110065.

September 22, 1990.

Respected Anand ji,

I am writing this letter with mixed feelings. It is always a great pleasure to communicate with, and still more so to see you. I would have gladly come to meet you, but I cannot do so as I am slightly indisposed. I am writing this time to give you some trouble in connection with a Charity Programme in our College. Since you are a very old student and well-wisher of college, I think I should not hesitate to write about it to you.

Our College has decided to hold a variety programme with a view to collect funds for a new library-wing. As I have been appointed President of the Fund-Raising Committee, it is my responsibility to get hold of artists for the programme. You have to give your sarod recital on the occasion along with your other accompanying artists. I shall highly appreciate if you can approach and persuade some of your other artist friends to give performance for a noble cause. Mrs. Nina Daruwala is inti-mate friend of yours. She is a well-known danseuse of Manipuri style. I shall feel specially favoured and obliged if you can make her agree to give her dance performance on our stage in the programme.

We wish to invite a Central Minister to preside over this function as a chief guest, and we shall manage it very easily as we have some very good source and approach. The date of the show is yet to be decided, and that we shall decide after hearing from you.

I hope you will surely oblige me and the college. Expecting a favourable and prompt response.

Yours respectfully,

Jagat Narain