

To

The Principal

S.M.I.T. Diploma Wing, Arakushpur

Sub - (Regarding fee concession)

Respected Sir,

I, XYZ, with utmost humility, would like to state that I am studying in class — and branch —. I am very hardworking boy/girl and have always secured high position in class. I also take part in other co-curricular activities and do well in them too. I want to continue my study in this college but my financial condition is not so good as my father has a very modest income, so, it becomes difficult for our family to meet the minimum household expenses.

Therefore, my father is unable to pay the college fee. So I humbly request you to grant me full concession in fee. I will remain highly obliged for your this kindness.

Thanking you.

Yours faithfully,

XYZ

class and branch

Date -

To

The Librarian

S.M.I.T. Diploma wing, Ankushpura

Sub- (Regarding the issuance of books)

Sir,

Respectfully, I am writing this letter with a sincere request to allow me to issue books from the library. Our course of study drives us to use various books for extensive study. I don't have enough money to buy all. I will be very grateful if you allow me to use the library as a source and let me issue books from there. I will return the books on time and not damage them at all.

I hope you will pay heed to my request and provide me with affirmative response. Thanking you.

Best regards,
your name
class and branch

Date -

To

The H.O.D

Math and science department

SMIT Diploma wing, Ankushpur

sub - (Leave application due to father's illness)

Sir,

Respectfully, I, xyz, wish to state that I am a student of your department. I won't be able to attend the classes for a while as my father is very ill and needs to be looked after. I promise to cope up with my course.

Therefore, it is a earnest request to you to willfully consider my plight and allow me leave --- time. I will be grateful to you.

yours sincerely,

xyz

class

Department.

Date -

To

The Hostel Superintendent

Boys' Hostel

SMIT Diploma wing, Ankushpur

Date -

Sub - (Application for two days leave)

Dear Sir,

With due respect, I, XYZ, of room no-26 of SMIT Boys' hostel want to request you to grant me a leave for two days as there is an urgent call from my home for some important work for which I have to leave as soon as possible.

I hope that you will understand my situation and allow me leave for the above mentioned matter.

Thanking you.

Yours truly,

XYZ

Room No - 26

SMIT Boys' Hostel