

Request Letter for Permission to Use Classroom

To,
Name
Address

Date

Dear Ma'am,

As you are already aware of that we have organised the “Literature Fest” for this year on 23rd of June and we have already started the rehearsals . As our current music room is found to be less spacious four accommodating the number of participants, we have decided to practice the skit in KG II classroom, which remains unused everyday after 1400 hrs. We will be using it for maximum two hours per day till the “Literature Fair” and I promise it will be as calm aa possible.

Please grant permission to access the classroom for a few days, it will be a great help for the students to rehearse.

Thank you for the support.

Sincerely,

The Literature Committee

IVSP School, Noida

