

REQUEST LETTER TO USE CLASSROOM

From,
Tommy Cruise
45-T, 11th Floor, Union Society
Alaska, USA
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Date: 09/09/2018

To,
Romil Desuza
56- G, 6 -T, Basement,
California, USA

Dear Romil Desuza,

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 for accommodating the number of participants, we have decided to practice the skit in KG II classroom, which remains unused every day after 1400 hrs. We will be using it for maximum of two hours per day till the “Literature Fair” and I promise it will be as calm as 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 your support.

Sincerely,

Tommy Cruise
The Literature Committee
IVSP School, Noida
789-345-2345, 879-345-3245

