

Application for Permission to Stage a Drama

Question: Write an application to the Principal of your college seeking permission to stage a drama in the college auditorium.

Answer:

May 30, 2016

The Principal

Dhaka City College

Dhaka

Subject: Application for permission to stage a drama.

Sir

We, the students of your college, like to inform you that we are interested to stage a drama in our college auditorium on July 05 at pm. The drama is Hoimonti which will be performed by the students of class XII. It will certainly help us improve our creativity. We have already talked about it with our cultural teacher. Now, we need your permission.

We, therefore, hope that you would be kind enough to permit us to stage the drama in the college auditorium and oblige us thereby.

Yours sincerely,

Sakib Hasan

On behalf of the students of Dhaka City college.