

Application for Supplying an English Newspaper for The Common Room

Question: Write an application to your Principal requesting him to supply an English newspaper for your common room.

Answer:

February 5, 2017

The Principal

Mymensingh Zilla School and College

Mymensingh

Subject: Application for supplying an English newspaper for the common room.

Sir

We, the students of your college, lay the fact before you that there is no English newspaper in our common room. It is sure that reading English newspaper helps learners to be skilled in English. That is why we need an English newspaper in our common room.

We, therefore, pray and hope that you would be kind enough to allow an English newspaper for our common room and oblige us thereby.

We remain

Sir

Yours sincerely,

The students of Mymensingh Zilla School and College