

Application To Railway Booking Clerk for Reservation of a Seat

Question: Write a letter to the railway booking clerk asking him to reserve a seat for you. Give all necessary details.

Answer:

The Railway Booking Clerk,
Kamlapur Railway Station.
Dhaka.

Subject: Prayer for a reservation of a seat.

Dear sir,

I like to travel from Dhaka to Sylhet on January 15, 2016, at train. So, I need a reservation for a first-class ticket. I shall be highly pleased if you kindly make the necessary arrangement for my travel.

Thanking you,
Yours faithfully,
Karim