

To Ms 9/11/21

Date: 9/11/21

The Respected Principal madam
S. W. R. G. D. C (Girls)
Kanchikacherla

Sub: Request for Installation/Repair of Fans and Tube lights in classroom and house room

Madam, we are the students of our college. We would like to bring to your kind attention that we are facing difficulties in our classroom due to the lack of functioning fans and tube lights. The weather is quite hot, and without proper ventilation, it becomes very uncomfortable to sit and study for long hours and it is difficult to sleep at night. This is affecting our concentration and overall learning experience. We kindly request you to look into this matter and arrange for the repair or installation of adequate fans and tube lights.

Yours obediently

- P. Veeramma
- A. Nikitha
- K. Rishitha
- M. Baby
- N. Varaja.