

From

MS.Veni,
The Headmistress,
Elementary School,
A.Sangampalayam,
Pollachi.

To

Ms.N.Radha,
Head of the Department,
Department of English Language,
NGM College,
Pollachi.

Dear Madam ,

I take this opportunity to thank you for choosing our school to conduct your Extension activity. Our students were greatly benefited by your awareness lectures on issues relating to environment, health and hygiene. We wish to have you with us to enlighten our students on many more programs like this.

Thanking you

Place: A.Sangapalayam

Date: 20/09/17


Yours Sincerely,
HEAD MASTER
P.U Elementary School,
A Sangampalayam,
Mahalingapuram (P.O),
POLLACHI - 642 002.

From

MS.Veni,
The Headmistress,
Elementary School,
A.Sangampalayam,
Pollachi.

To

Ms.N.Radha,
Head of the Department,
Department of English Language,
NGM College,
Pollachi.

Madam,

Sub: Reply to your letter dated 12th Oct 2017.

We are pleased to note that you propose to visit our school to sensitize our students on issues relating to environment. You could visit our school at any time on 20th of this month (Friday). We would be happy to assist you.

Thanking you

Place: A.Sangampalayam

Date: 16/09/17


Yours Sincerely,
HEAD MASTER
P.U. Elementary School,
A. Sangampalayam
Mahalingapuram (P.O.),
POLLACHI - 642 002.

From

Ms.N.Radha,
Head of the Department,
Department of English Language,
NGM College,
Pollachi.

To

MS.Veni,
The Headmistress,
Elementary School,
A.Sangampalayam,
Pollachi.

Madam,

Sub : Requisition to conduct Extension program in your school-Reg.

As part of the outreach programme undertaken by Dept of English Language, we propose to visit your school and create awareness among the students on environmental issues. We would be obliged if you could permit and let us know when we shall visit your school for the same.

Thanking you

Place: Pollachi

Date: 12/09/17

Yours Sincerely,

