

### C-Writing Skill

7. Write a letter to the Head of your institution requesting him/her to construct a cycle-shed in your school.

To,  
The Headmaster/Headmistress  
XYZ school  
Kolkata

Sub: Request for constructing a cycle-shed.

Dear Ma'am/Sir.

This is to bring to your kind notice on the fact that our school urgently needs a bicycle-stand. A majority of students from the adjoining areas come to school on bicycles. However, there is no proper provision of bicycle shed on the campus. Students just park their cycle in the ground. Owing to this the playing space becomes reduced. The bicycles also fall and rain and sunlight damage the cycles.

I on behalf of all the students who use to ~~be~~ be the sufferers of this situation would like to attract your attention. We will be highly obliged if you kindly grant our request

Thanking you  
yours faithfully

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