

7 July, 2021

To,

The principal  
ODM PUBLIC SCHOOL

Infocity avenue, patia, Chandrasekhar  
ur, Odisha, India

7 July, 2021

Respected sir,

I am Monalisha Mansingh pursuing my studies as a student of a 7th class at your school. I hereby, want to request you to allow me to avail myself the opportunity of travelling by the school bus. The reason behind is quite genuine and unavoidable as, I, along with my family, have, recently, relocated to a new colony.

Earlier, it was easy for my mother to give me a pick and drop on her way to her office but now it has become impossible for her office is on the other



route that is far away from my school.  
The circumstances compel me to ask  
you for this act of favor and I  
believe in the fact that you are  
compassionate enough to grant me  
this permission.

I shall be highly grateful to in ~~regard~~  
regard

Yours truly  
Monalisha Mansingh  
7th class  
Sec - Scholar batch