

To  
The principle  
ODM Public school  
Patia, Bhubaneswar

3 October, 20XX

Subject: Request for arranging special  
special classes in math.  
Extra Math class

Sir,

With due respect, I would like to say that student of ~~all~~ class VI are getting confused in math. All the student are not able to score good mark in math and also the course is going very slow. With a very few time we have to cover a lot of chapter so in special classes teacher's can explain the students in a good way and the course will also get overed. So, that every students can understand the thing clearly and they can score good mark in exam. I, therefore, request and hope that you would arrange a special classes in math.

Your obediently

Shreyas Das

Class VI B