

To,  
The principal  
DOM Public School, Patia  
Sub-Request to all school families

Respected Sir

I am Swayam Sneha Pattanair class VII Sec-B

School no- 3101 Request you to grant me

the permission to avail myself of the  
facility of using school transport for

the next week. Sir I have never used school  
transportation before; therefore, I beseech

you to allow me to utilize this facility

as due to an urgent piece of work my

father will not be available to provide

me with the pick and drop to school

I shall be highly grateful to you

Yours Truly  
Swoyam