DATE → 28 November 2026

RECIPIENT → To
The Principal
Shree Janajyoti Secondary School
Bharatpur-10, Chitwan

SUBJECT → **Subject: Request to open the library during the lunch break**

SALUTATION → Respected Sir/Madam,

PURPOSE → With due respect, on behalf of the students of Class 10, I request you to keep the school library open during the lunch break.

REASON → At present the library opens only during class periods, when we cannot use it. Many of us have no reference books at home, and the SEE is four months away. Forty minutes a day at lunch would let us read the model questions and the newspapers there.

PROMISE → We will keep the library quiet and return every book on time, and the class captains are ready to help the librarian.

REQUEST → I hope you will consider our request kindly.

CLOSING → Yours obediently,

NAME → Prakriti Shrestha
Class 10, Section A, Roll No. 5