To,

Chief Administrative Officer, through Dean T&P

ABES Engineering College, Ghaziabad

Dear sir,

As we have recently been assigned to central team of Full Stack Development/DSA and have been allocated new cabins at ground floor, KC Block (*Infront of CCPD*), we would like to request for new chairs (existing chairs are not comfortable) and some items to ensure a comfortable and efficient workspace.

Kindly consider my request for the following items:

* Office chairs
* Basic cabin Almirahs with lock
* Dustbin

We believe that these items will help in maintaining productivity and creating a professional work environment. We would be grateful if you could approve this request at your earliest convenience.

Thank you for your attention to this matter.

**Team:**

Dr. Aatif Jamshed **[FSD]**

Mr. Prashant Tomer**[FSD]**

Mr. Ashish Bajpai **[FSD]**

Mr. Abhishek Kesharwani **[FSD]**

Mr. Pratik Singh **[DSA]**