**Write a letter to Giri Sir using the direct method apologizing for the damage of benches at MITRAz by IT Batch 5.**

Dear Giri sir,

Our apologies for the damage caused to the benches in the IT room. Some of benches are damaged and broken. Sorry for the damage caused.

The damage happened because some students were playing in the class during leisure period .We, as a class take full responsibility of this incident.

We regret our actions in the class and we assure you that we will never repeat this again. We would like to contribute financially and also help you in the restoration process of the benches.

We request you to kindly accept our apology. We look forward to your understanding.