From,

Sushil Varma,

B3-11-3, pantai hill park, phase2,

Kulalumpur, Malaysia,

Date – 01/02/2021

To,

Khayalvili Ratnakumar,

Valley International School,

Dear Madam,

I am the student of Year 3A for the ICT. I would like to request you to provide the GP study book as I am attending the online classes daily, could you please reply me when I can come and collect it from the school.

I hope you can understand my problem and provide the GP book as soon as possible.

Thank you so much for understanding.

Sincerely

(Sushil Varma)