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29. Write a application to the Mayor of the municipality of your town asking him to provide street lights in your locality. .... 634
30. Write an application to the chairman of your Upazila requesting him to take steps for immediate repair of some roads of your locality. .... 634
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35. Write an application to the Chairman of your locality against Eve Teasing. .... 636

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41. Write an application with a cover letter for the post of Marketing Officer/Field Officer/Sales Representative officer. .... 638
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04. Write an email to the Chairman of your union to take steps for repairing the bridge. .... 646
05. Write an email to the DC of your locality. .... 646
06. Write an email to the Principal of your college for seeking financial help from the poor fund. .... 646
07. Write an email to the Principal of your college for a transfer certificate. .... 647
08. Write an email to the manager of the computer store complaining your problem. .... 647
09. Write an email to the Director of Bangladesh Parjatan Corporation asking details of a tour. .... 647
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12. Write an email to the concerned authority asking for the admission information to the College. .... 649
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18. Write an email to the sales officer of Samsung Cellular Company.	651
19. Write an email to the manager of a computer outlet in response to an advertisement in the newspaper asking more information.	651
20. Write an email to the Chairman of your Union Parishad for repairing the damaged roads.	652
21. Write an email to the UNO to set up a charitable dispensary for the villagers as soon as possible.	652
22. Write an email to the manager of the Sonali Bank for instructions to open a bank account.	653
23. Write an email to the principal of your college for a 4 days' leave of absence.	653
24. Write an email to the officer in charge of your police station to take actions.	654
25. Write an email to the chairman of your municipality to take actions.	654
26. Write an email to the sales officer of City Electronics, Dhaka asking him to send you the e-book you have chosen on their website.	654
27. Write an email to the manager of the bank for cancelling a cheque.	655
28. Write an email to the Officer in Charge of the Police Station to take action against them.	655
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30. Write an email to the Principal of your college for allowing you to organize and start the campaign.	656
31. Write an email to the chairman of your union council praying for sinking a tube well.	656
32. Write an email to the sales dealer of Anupam Library ordering some books.	657
33. Write an email to the postmaster of Pirojpur Sadar complaining about non-receipt of a money order.	657
34. Write an email to the manager of Hotel Tajmahal for booking 33 double seated rooms for 4 days.	658
35. Write an email to the Principal of your College praying for change of an elective subject.	658
36. Write an letter sent by one of your clients and write a reply to the email.	658
37. Write an email to the computer shop manager asking for information of a computer.	659
38. Write an email to the Chairman of your Municipality for immediate vaccination in your locality.	659
39. Write an email to the Principal with a CV.	660
40. Write an email to the Principal of your college for a seat in the college hostel.	660
41. Write an email to the Principal of your college for a full free studentship.	661
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17. Write an email to your friend about your experience of a train journey.	667
18. Write an email to your pen-friend telling him/her about your experience of flying.	668
19. Write an email to your friend describing the co-curricular activities of your college.	668
20. Write an email advising your brother to avoid evil company.	668
21. Write an email to your friend greeting him/her happy new year.	669
22. Write an email to your mother describing your experience of hostel life/ telling her how you feel for her in her absence.	669
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