


Tahsin Sifat's Classroom Head Office: TSC, Adam Ali Hazir Gali, Battala, Barishal Sadar, Barishal. Mobile: 01777-951839		TAHSIN SIFAT BSS University of Dhaka Founder Tahsin Sifat's Classroom – TSC
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1. Write an application to the Principal of your college asking for providing sound system in the large classrooms.

15 August 2024

The Principal

Govt. Syed Hatem Ali College, Barishal

Subject: Application for providing sound system in large classrooms

Dear Sir,

I, on behalf of the students of your college, have the honour to state that ours is one of the most reputed colleges in Barishal division. About two thousand students of HSC (all groups) attend the classes everyday. The classrooms for combined classes are excessively large in size as well as overcrowded. So, the students sitting in the rear benches can hardly follow the teachers' lectures properly. As a consequence, the normal flow of their studies is seriously hampered. In the circumstances, the students especially of the combined classes, will be highly benefited in case sound system is provided for those large-sized classrooms.

Hence, I pray and hope that you would be kind enough to take necessary measures on priority basis to provide sound system in each and every large-sized classrooms and oblige thereby.

Obediently yours,

Saiful Islam Jitu

Class XI (Science)

Roll no– 01

On behalf of the students of HSC classes

2. Write an application to the Principal of your college to arrange some extra classes to improve the standard of English of the weak students in your class.

6 August 2024

The Principal

Govt. Barishal College, Barishal

Subject: Application for arranging some extra classes to improve the standard of English

Sir,

I, on behalf of the students of Class XII, would like to draw your kind attention to the fact that there are some students in our class who are struggling to learn English. As a result, they are falling behind in class. It is greatly affecting their overall class performance. We feel that their lackings need to be addressed. Since our class times are fixed, we believe we require extra time to learn and practice for a better understanding of the language. If we had extra classes, all of us would be able to show excellent performance in the examination.

I, therefore, hope that you would look into the matter and take necessary steps to arrange some extra classes to improve the standard of English of the weak students and oblige thereby.

Sincerely yours,

Nusrat Anjum

Class XII, Science Group

Roll no. 2

On behalf of the students of Class XII

3. Suppose, you are a student of Barishal Govt. Women's College. Now write an application to the Principal to establish an English Language Club.

07 November 2024

The Principal

Barishal Govt. Women's College

Barishal

Subject: Application for setting up an English Language Club

Sir,

We, the students of your college, would like to draw your kind attention to the fact that we are badly in need of an English Language Club in our college.

We all know that English is the most outstanding means of verbal and written communication all over the world and we cannot do without it for a single day. So, we feel it an indispensable necessity to learn more and practise English especially for practical and communicative purpose. In these circumstances, we expect that you would pass necessary orders to establish an English Language Club to facilitate effective practice of English.

We, therefore, pray and hope that you would be kind enough to materialize our long-cherished desire for an English Language Club and oblige us thereby.

Sincerely yours,

Eshita Jahan Orna

Roll no-1, Class-XII

On behalf of the students of Classes XI and XII

4. Write an application to the Principal of your college to install multimedia system in the classrooms.

15 July 2024

The Principal

Barishal Govt. Women's College

Barishal

Subject: Application to install multimedia system in the classrooms

Sir,

We, the students of your college, would like to inform you that ours is a renowned college in Barishal. We have good academic records. But it is a matter of regret that we cannot compete with other colleges for lack of modern facilities. Our classes have traditional arrangements while many colleges in our district are providing multimedia facilities in their classrooms. For this reason, it is very necessary for our college to be up-to-date with modern amenities of technology. We cannot even learn many things for not having modern classroom settings. As a result, we are lagging behind in comparison to other colleges.

We, therefore, hope that you would kindly take necessary steps so that we can have multimedia facilities in our classrooms and oblige thereby.

We remain,

Sir,

Yours sincerely,

The students of Barishal Govt. Women's College, Barishal

5. Write an application to the Principal of your college for a seat in the college hostel.

15 September 2024

The Principal

Barishal Govt. Model School and College

Barishal

Subject: Application for a seat in the college hostel

Sir,

With due respect, I would like to inform you that I am a student of Class XII in your college. My father is a government officer and he has recently been transferred to Cumilla. Our family is going to be shifted there soon. But I want to continue my study in your college till my HSC Examination. Now, my problem is that I have no place to live in Barishal. I do not have any relatives in Barishal who can support me. So, I am badly in need of a seat in the college hostel. If I do not get a seat, unfortunately I have to leave your college, which would greatly hamper my studies.

Therefore, I hope and pray that you would kindly allot me a seat in the college hostel and oblige thereby.

Yours sincerely,

Nobin Hasan

Roll no-3, Class-XII

Barishal Govt. Model School and College, Barishal

6. Suppose, you are interested to go on a study tour. So, you need permission of the Principal. Now, write an application to the Principal of your college seeking permission to go on a study tour.

25 November 2024

The Principal

Govt. Syed Hatem Ali College

Barishal

Subject: Application for permission to go on a study tour

Dear Sir,

We, the students of class XI of your college, would like to state that we are so much interested to undertake a study tour to some places of historical importance of our country. We have just finished our test examination and are waiting for the result. We have already chalked out a programme which includes visit to Paharpur and Mahasthangarh. Such a visit will go a long way to dispel our monotony and renew our zeal for study. Moreover, this will open up a vista of our distant past and furnish us with sound knowledge. Our team will consist of 65 students and two teachers of the Department of History. The expenditure will be borne by ourselves on equal distribution.

In the circumstances, we pray and hope that you would be kind enough to accord permission to this programme and oblige thereby.

Yours obediently,

1. Adib Reja

2. Junayed Zaman Rihan

3. Mahafujur Rahman

On behalf of the students of class XI

7. Write an application to your Principal for setting up a canteen in your college.

20 February, 2024

The Principal,

Govt. Syed Hatem Ali College, Barishal.

Subject: Application for setting up a canteen on the college campus.

Sir,

We, the students have the honour to state that our college is one of the best colleges in our town. Students come to this college from distant places. So, they have to leave their residences early. They have to stay quite long time in the college. To pass this long time we need a good tiffin. But for want of a canteen they have to take tiffin from roadside restaurants. It is both costly and unhygienic. Moreover, these restaurants are the haunts of antisocial people. So, the female students cannot go there to take tiffin. Setting up a canteen will go a long to meet our needs.

We, therefore, pray that you would be kind enough to take necessary steps to set up a canteen in our college campus to remove sufferings of the students.

We remain,

Sir,

The students of Govt. Syed Hatem Ali College, Barishal.

8. Write an application to your Principal to establish a debating club in the college.

25 November 2024

The Principal

Barishal Govt. Women's College

Barishal

Subject: Application for establishing a debating club in our college

Dear Sir,

We, the students of your college, would like to request the establishment of a debating club in our college. Debating is an important activity that improves our knowledge, critical thinking, and communication skills. It will also help us to grow confidence and learn how to express our ideas clearly. Moreover, regular debates on important issues will raise general awareness among the students. A debating club will allow us to practice debates regularly and prepare for inter-college competitions. It will also make our academic life more engaging and meaningful. Many students in our college are eager to participate in debate competitions, but we do not have any formal platform for it.

May we pray and hope that you would be kind enough to take necessary steps for setting up a debating club in our college and oblige thereby.

We remain,

Sir,

Yours sincerely,

The students of Barishal Govt. Women's College, Barishal

9. Imagine you are Arif, a student of Rajshahi Govt. City College. Flood has caused a great damage all around your locality. Now, write an application to the Principal of your college to open a relief camp in your college premises so that you can send relief goods to the flood affected people in your locality.

12 August 2024

The Principal

Rajshahi Govt. City College, Rajshahi

Subject: Application for opening a relief camp for the flood affected people in the college premises

Dear Sir,

I, on behalf of the students of our college, would like to inform you that the people of our locality have been greatly affected by the recent flood. Their home and herd of cattle have been swept away by the flood. They are now living under open air. They are suffering from want of food and pure drinking water. Their miseries know no bounds. Many local organizations have come forward to help them. They are sending them dry foods, drinking water and medicines. With a view to doing something for these poor souls, exclusively on humanitarian ground, we are trying our level best to collect foods, cloths, medicines, etc. and provide those items to the flood-hit needy people. The Mayor of the City Corporation has promised to patronize our efforts. Now, we earnestly request you to kindly give us necessary permission to open a relief camp on the college premises so that we can assemble goods from the people of the society and then send them to the flood affected people.

I, therefore, pray and hope that you would kindly permit us to open a relief camp in the college premises and oblige us thereby.

Yours sincerely,

Kazi Arif

Class-XII, Roll-00101

On behalf of the students of Rajshahi Govt. City College, Rajshahi

10. Suppose, you are a student of a college in Jashore. Many outsiders disturb the students in your college campus during class hours. Now, write an application to your Principal for taking measures against outsiders.

18 September 2024

The Principal

Govt. M.M. College, Jashore

Subject: Application for taking measures against outsiders in the college campus

Dear Sir,

I, on behalf of the students of your college, regrettably inform you that we are beset with a problem nowadays. The outsiders from the neighbourhood and other areas throng the campus without any reason. The unruly boys sometimes play cards and make noises. For this reason, we feel disturbed during our class hours. Some miscreants even tease the female students too. They even sometimes threaten the girls for money. Thus, these outsiders are spoiling the overall atmosphere of the college. In fear of them, students especially girls always remain scared and cannot move freely. Hence, we are greatly troubled with the current situation of the campus.

We, therefore, hope that you would be kind enough to take necessary steps in this regard to create a congenial and healthy atmosphere on the college campus and oblige thereby.

Yours faithfully,

Nusrat Tabassum

Class: XII, Section: B

Roll: 09

On behalf of the students of Govt. M.M. College, Jashore

11. Write an application to the Principal of your college for increasing library facilities in your college library.

25 August 2024

The Principal

Barishal Govt. Model School and College

Barishal

Subject: Application for increasing library facilities

Sir,

I, on behalf of the student of your college, have the honour to state that the number of students of our college have been almost doubled during the last six years, but the facilities of the library have not been increased proportionately. The collection of library books has almost remained the same during this period. Most of the books are in tatters because of over-use and mishandling. Many important reference books are not available. The supply of dailies and magazines is very scanty. Moreover, the accommodation problem is very acute. But a good library, needless to say, is very important for the students and teachers alike.

We, therefore, pray that you would be kind enough to solve our problem by increasing library facilities and oblige thereby.

Sincerely yours,

Syeda Labiba Hossain

Roll no-1, Class-XII

On behalf of the students of Barishal Govt. Model School and College, Barishal

12. Write an application to the Principal of your college for increasing facilities for the college common room.

15 November 2024

The Principal

Adamjee Cantonment College, Dhaka

Subject: Prayer for increasing common room facilities

Dear Sir,

We would like to state that our common room facilities are very inadequate. Besides, the number of students has increased considerably this year. So, the common room is always overcrowded. As a result, many of us have to idle away our time. More newspapers and more facilities for indoor games can keep us engaged. Two more newspapers – one Bangla and one English, four more chessboards with chessmen and a ping-pong table will do for the time being. These improvements will create a better environment for students to relax and refresh their minds, which is essential for maintaining focus in studies.

I, therefore, pray and hope that you would be kind enough to pass orders to supply the articles mentioned above and oblige us thereby.

Yours obediently,

Rezaul Karim

Roll no- 04, Class XII

On behalf of the students of Adamjee Cantonment College, Dhaka

13. Suppose, a big canal runs along your village. People have to cross it every day but they face many problems due to a damaged bridge. Now, write a letter to the Chairman of your Union Parishad for repairing the bridge immediately.

30 November 2024

The Chairman

Ramchandrapur Union Parishad, Brahmanbaria

Subject: Application for immediate repair of a damaged bridge

Dear Sir,

I, on behalf of the people of Bangapara village under Ramchandrapur Union Parishad, would like to draw your kind attention to the fact that the important bridge over the canal named 'Banga' has collapsed recently. But the bridge has not yet been reconstructed or repaired. It is mentionable that it is not possible to cross the canal on foot even in the dry season. A large number of people including the students have to cross the canal daily. Girl students and children cannot go to school for several months as the bridge has become very dangerous for them to use. Only a repaired bridge over the canal can relieve people of such a great problem.

May I, therefore, pray and hope that you would be kind enough to take necessary steps to repair the bridge immediately over the canal and oblige us thereby.

Yours faithfully,

1. Sahed Ali

2. Khalid Bin Hashem

and others, on behalf of the people of Bangapara village

14. Write an application to your Principal praying for permission to stage a drama at the college auditorium.

12 December 2024

The Principal

Dhaka City College, Dhaka

Subject: Application for permission to stage a drama

Dear Sir,

We, the students of your college, would like to pursue your kind approval for staging a drama in the college auditorium on the coming Victory Day. We have already rehearsed the 'Kabor' by Munier Chowdhury and reached a presentable level. Now, we require your kind permission for staging the drama. We hope, you would kindly approve our selection, in view of its relevance with our history and national interest.

We, therefore, fervently hope that you would kindly permit us to stage the said drama and oblige us with your encouraging patronage.

Obediently yours,

Shahadat Hossain

Roll no- 04, Class XII

On behalf of the students of Dhaka City College, Dhaka

15. An application to your Principal requesting him to supply an English newspaper for your common room.

27 November 2024

The Principal

Govt. Alekanda College

Barishal

Subject: Application for supplying an English newspaper for the common room

Sir,

We, the students of your college, lay the fact before you that there is no English newspaper in our common room. In fact, the practice of reading English daily is very important to enrich our vocabulary. Moreover, we are being deprived of gaining knowledge about the current affairs, research findings, and scientific matters due to the lack of an English daily. It is sure that reading English newspaper helps learners to be skilled in English. That is why, we need an English newspaper in our common room.

We, therefore, pray and hope that you would be kind enough to allot an English newspaper for our common room and oblige us thereby.

We remain,

Sir,

Yours sincerely,

The students of Govt. Alekanda College, Barishal

16. Write an application to the Chairman of Union Parishad requesting him/her to issue you an online birth certificate.

25 August 2024

The Chairman

Barthi Union Parishad

Gournadi, Barishal

Subject: Application for issuing an online birth certificate

Dear Sir,

I, Minhazur Rahman, am an inhabitant of Razapur village, Gournadi upazila, Barishal district. I am going to apply for passport next week as I am willing to go abroad for higher studies. For this, I badly need online birth certificate to complete my passport application. It is to be added that without online birth certificate, no formal application is accepted in any government sector. Presenting online birth certificate has been made mandatory by the government of Bangladesh.

In the above circumstances, I hope that you would be kind enough to issue me an online birth certificate and oblige thereby.

Yours faithfully,
Minhazur Rahman
Razapur village
Barthi Union Parishad
Gournadi, Barishal

17. Suppose, you want to arrange a science fair in your college premises in collaboration with some other neighbouring college students. Now, write an application to the principal of your college to seek his permission to use the college ground for the science fair.

13 September 2024

The Principal
Barishal Govt. Model School and College
Barishal

Subject: Application seeking permission to arrange a science fair on the college ground

Sir,

I, on behalf of the students of your college, have the honour to submit the following request in the hope that you would be kind enough to consider it favourably.

This is the age of science. No progress is possible without the progress of science. There are many students of science in our college. Moreover, we have the facility of a good science laboratory to learn and conduct experiments. But it is a matter of great regret that we have not yet held any science fair in our college. That's why, we seek your permission to hold a day's science fair at our college ground. Some of the students from our neighbouring colleges have also showed interest to partake in the fair. It will be a great opportunity to interact with new people and fulfill the scientific curiosity of the students. It will also enhance our zeal to learn more about the realm of science.

I, therefore, hope that you would be kind enough to permit us to arrange a science fair at the college ground with a few students from other neighbouring colleges and oblige thereby.

Yours sincerely,
Talha Tanim
Roll no. 01, Class-XII
Section-A, Group- Science
On behalf of the students of Barishal Govt. Model School and College, Barishal

18. Write an application to the Principal of Dhaka City College, Dhaka for admission on TC.

02 December 2024

The Principal
Dhaka City College, Dhaka

Subject: Application for admission on TC

Dear Sir,

With due respect, I would like to state that I was studying in Feni Govt. College. Because of my father's transfer to Dhaka, I will have to stay in Dhaka with my father. So, I could not continue my study in Feni Govt. College. This is because, I have already taken TC from Feni Govt. College. Now, I am interested in getting myself admitted into your college and want to continue my study as usual.

I, therefore, pray and hope that you would be kind enough to consider my case and allow me to have an admission to your college as early as possible.

Yours obediently,
Tavir Ahmed Sabbir

19. Write an application to the Principal of your college for ensuring safe drinking water on the college campus.

15 November 2024

The Principal
Govt. Syed Hatem Ali College
Barishal

Subject: Application for ensuring safe drinking water on the college campus

Dear Sir,

With due respect, I, on behalf of the students of your college, would like to inform you that the students and faculty of our college are having a problem of safe drinking water. The water supplied at the college is not in a proper condition and as such not safe to drink. There are complaints of some stomach problems among students. A water quality test has recently been conducted at the college but its results are not satisfactory. Water is an essential constituent of life and its safe and fresh availability is a necessity in our college. Your kind intervention is required on this issue.

I, therefore, hope that you would kindly ensure the availability of safe drinking water in the college campus and oblige us thereby.

Yours sincerely,

Suraiya Islam Ahona

Roll no. 09, Class-XII

Section-A, Group- Science

On behalf of the students of Govt. Syed Hatem Ali College, Barishal

20. On behalf of the students of your class, write an application to the Principal of your college for improving computer lab facilities.

August 06, 2024

The Principal

Govt. Alekanda College, Barishal

Subject: Application for improving computer lab facilities

Dear Sir,

I, on behalf of the students of your college, would like to inform you that a computer lab was set up in our college six months ago in order to enable the students to acquire technological knowledge using the latest device. Setting up of such lab made the students highly enthusiastic. However, it is sad to say, the lab is unable to provide the services it is meant for. The number of computers in the lab is not sufficient compared to the number of users. Besides, due to the lack of internet connection in the lab, the students cannot get access to the vast world of information.

We, therefore, hope that you would be kind enough to take prompt step to increase the lab facilities and give us a chance to keep pace with the modern world and oblige thereby.

Yours sincerely,

Mahamudul Hasan Sakib

Roll no. 10, Class-XII

Section-B, Group- Science

On behalf of the students of Govt. Alekanda College, Barishal