

To

Joint Director
Assistant Director
NSTI Howrah

Subject: Application for Purify Cold Water Facilities at NSTI Howrah.

Dear Ma'am/Sir,

We hope this message finds you well. We write to request your approval for the provision of cold purify water facilities at NSTI Howrah.

As you are aware, access to cold water is essential, especially during hot weather conditions, to ensure the well-being and comfort of both staff and trainees. Currently, we are facing challenges due to the lack of such facilities at our institute.

Therefore, we kindly request your authorization to arrange for the installation of purify cold-water dispensers or coolers at strategic locations within NSTI Howrah premises. This initiative aims to enhance the overall working environment and promote a healthier atmosphere for everyone on campus.

We eagerly await your favorable consideration and approval for this request. Your support in this matter will greatly contribute to improving the facilities and amenities available at NSTI Howrah.

Thank you for your attention to this matter.

Yours sincerely,

TRAINEE NSTI HOWRAH