Date: December 15, 2022

To,

**«Name»**

**«Organization», «Address»**

**«Contact\_no»**

Dear Sir/ madam

I shall be highly obliged to you if you please bear the trouble of attending the annual function of our institution going to be help on January 1, 2023.

Yours Sincerely,

Anita Tamang,

Principal

PNF, Kathmandu