To

The Electrical Engineer,

University of Kalyani,

Kalyani, Nadia

Pin-741235

**Through**: Proper Channel

**Sub:** Application for laptop board

Sir,

I am Sayan Ghosh, maintenance of J.C Bhawan (Banyan Hostel). There are several rooms in our hostel, where boarders have their laptops, which they use for their educational purpose. But they are facing issue as the electric facility or the switch boards are not up to the mark, so they are requesting for laptop boards in their rooms. The room numbers are listed below.

Sir, I, on the behalf of all those borders of our hostel, requesting you to take necessary actions and issue laptop boards for their rooms, as soon as possible. We will be very grateful to you.

Date: Yours sincerely,

Sayan Ghosh