To

The Civil Engineer,

University of Kalyani,

Kalyani, Nadia

Pin-741235

**Through**: Proper Channel

**Sub:** Application for repairing of rooms and color

Sir,

I am Sayan Ghosh, maintenance of J.C Bhawan (Banyan Hostel). As you know our Banyan is one of the oldest hostels in our university, there are several rooms where the roofs are damaged and plasters of several portions are falling off. In such condition it is dangerous to live in such rooms for the boarders. Details of the rooms are listed below.

Sir, I, on the behalf of all those borders of our hostel, requesting you to take necessary actions as soon as possible. We will be very grateful to you.

Date: Yours sincerely,

Sayan Ghosh