To

The Civil Engineer,

University of Kalyani,

Kalyani, Nadia

Pin-741235

**Through**: Proper Channel

**Sub:** Application for changing/repairing of hostel gate in south ground floor

Sir,

I am Sayan Ghosh, maintenance of J.C Bhawan (Banyan Hostel). There is a collapsible gate in South Ground Floor, which is one of the entrances of our hostel. This gate is broken and supported somehow, can be fell down any moment. Sir this gate may cause a security breach in our hostel, or may be cause an accident to any boarder.

Sir, in such condition, we are requesting you to take necessary actions to change or repair the gate as soon as possible. We will be very grateful to you.

Date: Yours sincerely,

Sayan Ghosh