To

The University Engineer,

University of Kalyani,

Kalyani, Nadia

Pin-741235

Through : Proper Channel

**Sub :**

Sir,

I am Sayan Ghosh, maintenance of J.C Bhawan (Banyan Hostel).

Sir, all boarders of our hostel are completely shaken by the regular water loss, and also wanted the necessary actions to be taken. I, on the behalf of all the borders of our hostel, pledging you to be aware of this problem and take necessary actions as soon as possible, we will be very grateful to you.

Date : Yours sincerely,

Sayan Ghosh