To

The Civil Engineer,

University of Kalyani,

Kalyani, Nadia

Pin-741235

**Through**: Proper Channel

**Sub:** Application for new window glass and frame changing

Sir,

I am Sayan Ghosh, maintenance of J.C Bhawan (Banyan Hostel). There are several rooms and the dining hall,and bathrooms also, where glasses are broken on window. In some rooms the window frames are broken,which is causing difficulties in winter nights . Details of the rooms are listed below.

**Room nos:** 51,53,55,56,59,44,47,48,49,24,26,27,29,31,33,35,37,38,39,13,17,61,108,111,113,115,117,119,116 and several windows in dining hall,and all bathrooms.

Sir, I am requesting you to take necessary actions as soon as possible. We will be very grateful to you.

Date: 27/11/19 Yours sincerely,

Sayan Ghosh