

# 6

## UNIT

# WRITING FORMAL LETTER

Date	→	15 February 2025
Designation & address of the recipient	→	The Headmaster Khulna Zilla School Khulna
Subject	→	<b>Subject: Application for a full-free studentship</b>
Salutation	→	Dear Sir,
Body	→	I have the honour to state that I have been reading in your school for the last three years and I always come out first in my examinations. My father is a petty clerk of a private firm. Our family consists of eight members. So, my father is unable to bear my educational expenses after maintaining our large family. It is a great barrier to my studies.  May I, therefore, pray and hope that you would kindly grant me a full free studentship so that I can continue my studies properly.
Subscription	→	I remain Sir
Signature & Identity	→	Your most obediently Md. Kamal Class IX, Roll-01

### Formal Letter কী?

Formal Letter বা আনুষ্ঠানিক পত্র বলতে সাধারণত কোনো কিছু প্রার্থনা করে লিখিত দরখাস্তকে বোঝানো হয়।

### Formal Letter লেখার নিয়ম:

ওপরে প্রদত্ত Formal Letter-টির বিভিন্ন অংশ পাশে চিহ্নিত করা হয়েছে। নিচে এগুলো লেখার নিয়ম দেওয়া হলো –

- Date (তারিখ):** পত্রের শুরুতে ওপরের বামপাশে পত্রের তারিখ উল্লেখ করতে হয়। যদি প্রথমে কোনো তারিখ উল্লেখ থাকে তবে সেই তারিখটিই ব্যবহার করবে। আর প্রথমে তারিখ উল্লেখ না থাকলে তুমি যে তারিখে পরীক্ষা দিচ্ছ, ইচ্ছে করলে সেই তারিখ উল্লেখ করতে পারো। 15 February 2025 অথবা February 15, 2025 এই দুইভাবেই তুমি তারিখ লিখতে পারো। তবে প্রথমটি লেখাই ভালো। তারিখ লেখার পর নিচে একটু ফাঁকা জায়গা রাখতে হবে।
- Designation & address of the recipient (প্রাপকের পদবি ও ঠিকানা):** এ অংশে যার কাছে পত্র লেখা হচ্ছে তার পদবি (যেমন: The Headmaster) ও তিনি যে প্রতিষ্ঠানের প্রধান তার নাম ও ঠিকানা (যেমন: Khulna Zilla School, Khulna) লিখতে হবে। এক্ষেত্রে পদবি ও প্রতিষ্ঠানের নামের প্রথম অক্ষর বড় হাতের অক্ষরে লিখতে হবে।
- Subject (বিষয়):** যে বিষয়ে পত্র লেখা হচ্ছে সেটি এখানে লিখতে হবে। (যেমন: Application for a full-free studentship)

4. **Salutation (সম্বোধন):** যার কাছে পত্র লেখা হচ্ছে তাকে সম্মানসূচক সম্বোধন (যেমন: Sir/ Dear Sir) করতে হবে। ব্যক্তির বিভিন্নতা অনুসারে সম্বোধন বিভিন্ন রকম হতে পারে। নিচে এর একটি তালিকা দেওয়া হলো –

ব্যক্তির ধরন	সম্বোধন (Salutation)
শিক্ষক বা শিক্ষিকার কাছে	Sir, Madam, Dear Sir/Madam
ব্যবসায়িক ক্ষেত্রে সামান্য পরিচিত ব্যক্তির কাছে	Dear Sir, Dear Mr. Karim
রাষ্ট্রের গুরুত্বপূর্ণ পদাধিকারী ব্যক্তি যেমন: রাষ্ট্রপতি, প্রধানমন্ত্রী, রাষ্ট্রদূতের কাছে	Excellency

5. **Body (মূল অংশ):** এ অংশে প্রথমে নিজের পরিচিতি, এরপর তোমার নির্ধারিত সমস্যা ও তার সমাধানের অনুরোধ করতে হবে।

6. **Subscription (ডিম্রোচিত বিদায়):** মূল অংশের নিচে বামদিকে প্রাপককে যথাযথ সম্মান জানিয়ে পত্র শেষ করতে হবে। সম্বন্ধের বিভিন্নতা অনুসারে এটি বিভিন্ন রকম হতে পারে। নিচে এর একটি তালিকা দেওয়া হলো –

ব্যক্তির ধরন	বিদায় (Subscription)
শিক্ষক বা শিক্ষিকার কাছে	I remain Sir, Your most obedient pupil.
সামান্য পরিচিত বা ব্যবসায়িক পত্রের ক্ষেত্রে	Truely yours, Sincerly yours, Yours Faithfully.
রাষ্ট্রের গুরুত্বপূর্ণ পদাধিকারী ব্যক্তি যেমন: রাষ্ট্রপতি, প্রধানমন্ত্রী, রাষ্ট্রদূতের কাছে	I have the honour to remain most respectfully yours.

7. **Signature & Identity (নাম ও পরিচয়):** এ অংশে পত্র লেখকের নিজের নাম ও ঠিকানা লিখতে হয়। প্রধান শিক্ষকের কাছে লিখলে তুমি তোমার নাম, শ্রেণি ও রোল নং উল্লেখ করবে।

### Formal letter লেখার গুরুত্বপূর্ণ টিপস্

- খাতার বামদিক থেকে লেখা শুরু করবে।
- প্রস্তপত্রে প্রদত্ত নাম, ঠিকানা, তারিখ প্রভৃতি উল্লেখ করবে।
- এক পৃষ্ঠার মধ্যে লেখা শেষ করার চেষ্টা করবে।
- পত্রে অতিরিক্ত কথা লেখা উচিত নয়।

### ভালো করে খেয়াল করো:

অনেক ক্ষেত্রে দেখা যায়, তোমরা প্রস্তপত্রের নির্দিষ্ট তথ্যগুলোর আলোকে উত্তর লিখতে ভুলে যাও। একটা ব্যাপার ভালোভাবে মনে রাখবে, প্রশ্নে যেসব তথ্য নির্দিষ্ট করে দেওয়া থাকে, সেই তথ্যগুলো হুবহু ব্যবহার না করে উত্তর লিখলে কাক্ষিত নম্বর পাওয়া সম্ভব হবে না। নিচের প্রশ্নটি লক্ষ করো।

Suppose, you are Kamal, a student of class IX of Khulna Zilla School. Your father, who is a petty clerk of a private firm, is unable to bear your educational expenses. Now, write an application to the Headmaster for a full-free studentship.

লক্ষ করো, প্রশ্নে নির্দিষ্ট তথ্যগুলোকে underline করা হয়েছে। তোমরাও উত্তর লেখার পূর্বে প্রস্তপত্রে এভাবেই তথ্যগুলো চিহ্নিত করবে। তাহলে ভুল হওয়ার সম্ভাবনা কম থাকবে।

এবার লক্ষ্য করো, প্রশ্নে উল্লেখিত তথ্যের ভিত্তিতে কীভাবে applicationটি লিখবে। তোমাদের বোঝার সুবিধার্থে তথ্যগুলোর প্রয়োগ Underline করে দেখানো হলো।

প্রশ্নে উল্লেখিত তথ্যের ভিত্তিতে

15 February 2025

The Headmaster  
Khulna Zilla School

Khulna

**Subject : Application for a full-free studentship**

Dear Sir,

I have the honour to state that I have been reading in your school for the last three years and I always come out first in my examinations. My father is a petty clerk of a private firm. Our family consists of eight members. So, my father is unable to bear my educational expenses after maintaining our large family. It is a great bar to my studies.

May I, therefore, pray and hope that you would kindly grant me a full free studentship so that I can continue my studies properly.

I remain

Sir

Your most obediently

Md. Kamal

Class IX, Roll-1

প্রশ্নে উল্লেখিত তথ্যের ভিত্তিতে

এখানে কিছু গুরুত্বপূর্ণ Formal Letter এর নমুনা দেওয়া হলো।

### Academic and Official Letter:

1. Suppose, you are a student of Class X. Now, write an application to the Headmaster of your school asking for controlling mosquitoes in the school premises.

**Ans.**

31 August 2025

The Headmaster  
Sreenagar Govt. High School  
Sreenagar, Munshiganj

**Subject: Application for controlling mosquitoes in the school premises**

Sir,

We, the students of your school, would like to draw your attention to the current situation of dengue fever in our country. Dengue fever has already got its upper hand and is rampaging across the country. Every day, we find the news of death by dengue. However, we all know that dengue is a mosquito-borne disease. So, the best way to prevent the disease is to control mosquito population. Unfortunately, there are lots of bushes around our school and those bushes are the ultimate habitat of the mosquitoes. Besides, in our school, there are places where water gets accumulated whenever it rains. As mosquitoes breed and grow up in water, it is a great threat to us. We are at the risk of getting dengue.

We, therefore, humbly request you to take steps to clean the bushes around the college and remove the rain water after the rain to control the mosquito population.

Sincerely yours,

Faizur Rahman

Class-X, Roll-01

On behalf of the students of Sreenagar Govt. High School

2. Suppose, you are Shuvo/Shova, a student of class IX. Your school is a reputed school but there is no canteen in your school. Now, write an application to the Headmaster of your school for setting up a canteen in your school. [DB-2024; BB-2024; DjB-2023; All Boards-2018, DB, JB, BB-2016]

**Ans.**

10 February 2025

The Headteacher  
Polisha High School  
Madarganj, Jamalpur

**Subject: Application for setting up a canteen**

Dear Sir,

I, on behalf of the students of your school, would like to draw your attention to the fact that ours is a big school with about 1500 students. But there is no canteen in our school campus. Many of us come to school from distant places. Often our classes continue from 10 am to 4 pm. To pass this long time, we need a good tiffin. Most often we have to take tiffin from roadside restaurants. These restaurants are not only expensive (ব্যয়বহুল) but also unhygienic (অস্বাস্থ্যকর).

We, therefore, hope that you would be kind enough to take steps to set up a canteen in the school campus for the betterment (কল্যাণ) of the students.

Obediently yours,

Shuvo Khan

Roll No. 1

Class-9

On behalf of the students of Polisha High School

3. Suppose, you are Tahmid/Tahmida. You are a student of Kazi Nazrul Islam Memorial High School, Bogura. The students of your class are interested to go on a study tour. So, you need the permission of the Headmaster of your school. Now, write an application to the Headmaster of your school seeking permission to go on a study tour.

[MB-2024; RB-2024; CB-2020; JB-2020; SB-2019; BB-2019; DjB-2016, RB-2016, DB-2015]

**Ans.**

10 April 2025

The Headmaster  
Kazi Nazrul Islam Memorial High School  
Kahalu, Bogura

**Subject: Application for permission to go on a study tour**

Dear Sir,

We, the students of Class X, would like to bring your kind attention to the fact that we have made up our mind to go on a study tour at Paharpur Mahavihara during the next winter vacation. By going on the study tour, we would be able to know many things about the history and culture of the ancient people. Moreover, we will enjoy the scenic beauty of the area. This will enrich our knowledge as well as refresh our mind. Our English teacher has agreed to supervise the tour. The tour will cost fifty thousand taka and we have managed thirty thousand. Now, we need your permission and monetary assistance in this respect.

We, therefore, hope that you would kindly permit us so that we can go on a study tour and oblige thereby.

Yours obediently,

Tahmid Hasan

Roll no: 4

On behalf of the students of Class X

4. Suppose, you are Milon/Mili, a student of Pragati Bidya Niketon, Jhenidah. Your school needs a multimedia classroom with internet facilities. As technology is an integral part of modern education. **Now, write an application to your Headmaster on behalf of all the students of the school requesting him to take necessary steps for setting up a multimedia classroom with internet facility in your school.** [CB-2024]

**Ans.**

03 April, 2025

The Headmaster

Pragati Bidya Niketon

Jhenidah

**Subject: Application for providing multimedia classrooms with internet facilities**

Sir,

We, the students of your college, would like to inform you that ours is a renowned school in Jhenidah. We have good academic records. But it is a matter of regret that we cannot compete with other schools in terms of the use of modern technology in classrooms. Our classes have traditional arrangements while many schools in our district are providing multimedia facilities in their classrooms. But it is very necessary for our school to be up-to-date with modern amenities of technology. We cannot even learn many things for not having modern classroom settings. As a result, we are lagging behind in comparison to other schools.

We, therefore, hope that you would kindly take necessary steps so that we can have multimedia facilities with internet connection in our classrooms and oblige thereby.

I remain

Sir

Yours sincerely,

Milon Mahmud

On behalf of Pragati Bidya Niketon

5. Suppose, you are Rabeya/Rubel. You are studying in Rangpur Zilla School, Rangpur. You and some of your friends need some extra classes on English Grammar. **Now, write an application to your Headmaster requesting him to arrange some extra classes after regular classes.** [DjB-2024 & 2019]

**Ans.**

16 February 2025

The Headmaster

Rangpur Zilla School

Rangpur

**Subject: Application for extra classes on English grammar**

Dear Sir,

This is to inform you that I am an SSC candidate this year and I am writing to you on behalf of my classmates. Our SSC Examination is knocking at the door and we need to be well-prepared in all the subjects. English 2<sup>nd</sup> Paper is one of the most important among these. On that note, I would like to inform you that we are having some difficulties in understanding some specific grammar items. It would be a great help if you could take initiatives to arrange some extra classes on those grammar items. Our English teacher Ms. Rokeya has also given her consent on making time for the lessons.

Under the above circumstances, we fervently request you to consider our situation and allow us to attend some extra classes on grammar in the next two weeks and oblige thereby.

Yours faithfully,

Rabeya Bushra

Class: X, Section: A

Roll: 1

(On behalf of the students of Class X)

6. Suppose, you are Nabil/Nabila of City Model High School, Khulna. There is a library in your school but the facilities are not sufficient. **Now, write an application to the Headmaster requesting him for increasing library facilities.** [JB-2024]

**Ans.**

15 April, 2025

The Headmaster  
City Model High School  
Khulna

**Subject: Application for increasing library facilities**

Sir,

I, on behalf of the students of our school, would like to draw (আকর্ষণ) your kind attention to the fact that the library facilities in our school are not sufficient (পর্যাপ্ত). The number of books in the library, accommodation (স্থান সংকুলান/জায়গা), library hours, etc. cannot satisfy (চাহিদা পূরণ) the students in a proper manner. For the greatest benefit (কল্যাণ) of the students, a larger collection of books are required (প্রয়োজন) in the library. Again, accommodation inside the library and library hours need to be increased (বৃদ্ধি করা) for the benefit of the students. Your kind consideration and cooperation (সহযোগিতা) in this respect will help us make good results in our SSC Exam.

May I, therefore, hope that you would take necessary actions to improve the library facilities and oblige thereby.

Yours sincerely,

Nabil Ahmed

Class-X, Roll-02

On behalf of the students of City Model High School

7. Suppose, you are Munna/Munni, a student of Govt. M.C. Academy, Sylhet. You don't have a computer club in your school. **Now, write an application to your Headteacher to set up a computer club.**

[CtgB-2024; SB-2020 & 2003; CtgB-2019; DB-2017; CB-2017; JB-2015; DjB-2009; JB-2009]

**Ans.**

01 March 2025

The Headteacher  
Govt. M.C. Academy  
Sylhet

**Subject: Application for setting up a computer club**

Dear Sir,

We, the students of your school, would like to state that we are very interested in computer. Though many students of science group have taken computer as their compulsory subject, they do not have any opportunity to have practical knowledge. Many other students also want to be familiar with the computer world. But it is a matter of regret that there is no computer club in our school. For want of a computer club, we are far away from this modern device.

We, therefore, hope that you would take proper steps for setting up a computer club and oblige thereby.

Yours obediently,

Munna Ahmed

Roll- 01, Class X

On behalf of the students of your school

8. Suppose, you are Tanim/Tonima, a student of Pioneer High School, Rangpur. You are facing some problems in your school library especially the inadequacy of books essential for preparing notes. **Now, write an application to the Headmaster of your school, praying for enhancing library facilities.**

[SB-2024; CtgB-2017]

**Ans.**

30 January 2025

The Headmaster  
Pioneer High School  
Rangpur

**Subject: Application for enhancing library facilities**

Dear Sir,

I, on behalf of the students of your school, would like to draw your attention to the fact that we have a big library in our school. But its facilities are very poor. We need different reference books for preparing notes. But these books are not available here. Moreover, there is no books on Communicative English Method and Current Affairs. Setting arrangement is really very insufficient and hence students are reluctant to go there. At least 3/4 more ceiling fans are badly needed here.

We, therefore, hope that you would kindly consider the problems and provide the library with more facilities and help the students meet their need.

Yours obediently,

Tonima Hamid

Class-X, Roll-01

On behalf of the students of Pioneer High School

9. Suppose, you are now attending school regularly. However, you have found that many students in your school are not following the health rules properly. Now write an application to your headmaster to take steps against the violation of the rules of hygiene at the school campus.

**Ans.**

15 July 2025

The Headmaster  
Tejgaon Girls' High School  
Dhaka

**Subject: Application for taking steps regarding rules of hygiene**

Sir,

I would like to inform you that many of the students are not following the rules of hygiene in the school campus. You know that during tiffin break most of the students do not wash their hands before taking their snacks. Besides, they do not wear mask if they have flues. Moreover, they do not wash their hands and faces after playing in the fields. But, for this they can be infected with any virus and become sick. Considering this, we all have to wear mask, wash hand and use hand-sanitizer, etc. Unfortunately, many students are neglecting these precautions saying that they are not afraid of it.

Therefore, I am pledging to you to take strict steps so that all the students and employees of the school maintain the rules of hygiene in the campus.

Obediently yours,

Samira Huq

Class X, Group-Humanities, Roll-16

10. Suppose, you are the inhabitants of Polashpur under Homna Upazila, Cumilla. The main road of your locality is severely damaged. **Now, write a complaint letter to the DC, Cumilla requesting him to take necessary steps for repairing the road immediately.** [DB-2023]

**Ans.**

11 January 2025

The Deputy Commissioner  
Cumilla

**Subject: Application for repairing a damaged road**

Dear Sir,

We, the inhabitants of Polashpur under Homna Upazila, want to state that the main road of our locality has been very badly damaged by the recent flood. As a result, no vehicle can move easily along the road. Neither people can use the road. Especially students have to undergo untold sufferings. Moving at night is even more difficult as there are a lot of holes in the road. The road needs immediate repair.

We, therefore, hope that you would be kind enough to take necessary measures immediately to repair the damaged road and oblige thereby.

Faithfully yours,

The inhabitants of Polashpur,  
Homna, Cumilla

11. Suppose, you are Labib/Labiba. You are in Khulna Zilla School, Khulna. Your school has a common room but it lacks some facilities. **Now, write an application to your Headmaster for increasing common room facilities.** [RB-2023; BB-2023; BB-2020, 2015 & 2009; JB-2017; SB-2017; DjB -2015; SB-2007]

**Ans.**

21 October 2025

The Headmaster  
Khulna Zilla School  
Khulna

**Subject: Application for increasing common room facilities**

Dear Sir,

We, the students of class 10, would like to state that our school has a common room for the students. This room is spacious (প্রশস্ত) and airy (খোলামেলা), but it lacks some facilities. There are no fans and water supply in the room. Moreover, the supply of newspapers, magazines, periodicals is insufficient. Also, sitting arrangement has to be increased.

Therefore, we hope that you would kindly take necessary steps to increase the common room facilities and oblige thereby.

Obediently yours,

Labib Ahmed

Class -10, Roll No-2

On behalf of the students of your school

12. Suppose, you are Mohim/Mohima from the village Modhupur, upazila Patiya, district Chattogram. Recently, a flood has swept over your area and caused a great havoc. **Now, write an application to the Deputy Commissioner of your district for relief and medical aid for the flood affected people of your area.** [CtgB-2022; DB-2020 & 2019; RB-2020; SB-2016]

**Ans.**

17 July 2025

The Deputy Commissioner  
Chattogram

**Subject: Application for relief and medical aid for the flood-affected people**

Dear Sir,

This is to inform you that our locality has been affected by the recent devastating flood. The area is under water for 7 days and it's likely to continue for some more days. A large number of people have been affected. Some of them have lost their houses and have taken shelter on roads and embankment. They have no food to eat. Moreover, diseases like diarrhoea, dysentery, fever and cough have broken out. The children and the old are the worst sufferers.

In these circumstances, we request you to supply medicine, food, etc. for the affected people and oblige thereby.

Sincerely yours,

Mohim

On behalf of the people of Modhupur village

Upazila: Patiya, District: Chattogram

13. Suppose, you are Mita/Mithu, a student of class X reading in Nurpur High School, Kushtia. There is a lack of quality books in your school library. **Now, write an application to the Headmaster on behalf of the students of your school to increase the number of quality books in the library.**

[DJB-2022; SB-2022; BB-2022; MB-2020]

**Ans.**

18 January 2025

The Headmaster

Nurpur High School

Kushtia

**Subject: Application for increasing the number of quality books in the library**

Dear Sir,

I have the honour to state that I am a student of Class X in your school. Our school library is not well-equipped. Quality books are not available here. Moreover, if a student wants to read reference books, s/he finds it difficult to find one there. The librarian cannot issue books to the students of Class X as necessary books are inadequate in the library. The SSC examinees often fail to make notes and their preparation is, thus, hampered.

Therefore, we hope that you would be kind enough to consider the problem and increase the number of quality books in the library so that the students can meet their need.

Yours truly,

Mita Afsari

Class X, Roll No: 1

On behalf of the students of Nurpur High School

14. Suppose, you are Nafiza of Govt. Jubilee High School, Sunamganj. You are a student of class IX. It is summer now. Load-shedding has been a usual fact in your locality. It hampers the daily activities seriously. **So, write a letter to the editor of a newspaper complaining against the frequent load-shedding in your locality.**

[JB-2022]

**Ans.**

November 5, 2025

The Editor

The Daily Star

19 Kawran Bazar, Dhaka

**Subject: Application for publishing an article on Load-shedding**

Dear Sir,

I shall be highly glad if you kindly publish the following article in your esteemed daily to bring the crisis of our locality into the attention of the concerned authority.

Truly yours,

Nafiza

Class X

Govt Jubilee High School

Sunamganj

### Load-shedding

Electricity is the supreme driving force of the current world. Constant supply of electricity ensures the smooth function of daily activities in all spheres of life. But the failure of electricity at present has become a matter of concern to us. Normal life comes to a halt for load-shedding. It is a bitter truth that acute shortage in the supply of electricity is incurring a big loss in all social and economic institutions across the country. The supply of electricity is also very negligible in our locality. Students cannot retain their study frequently in this situation and are going through a new crisis in the face of the upcoming SSC examination. They are in a helpless situation. Load-shedding has intensified sufferings in the health complexes too, facing problems in providing smooth services especially in operation theatre and ICU. In addition to this, the production at the sugar mills has severely declined due to it. The people are now passing a very critical moment for this. The problems have frequently been brought to the attention of the local authority, which actually produced no result. Measures must be taken immediately to minimize the problem for the overall welfare of the locality and the people living here. To conclude, we do hope authority will take all urgent steps for the greater interest of the people without any delay.

15. Suppose, you are Amin/Amina. You read in Shyamoli High School, Dhaka. The students of your school want to arrange a tree plantation programme in your school. **Now, on behalf of the students, write an application to the Headmaster of your school seeking permission to arrange a tree plantation programme.** [DJB-2020]

**Ans.**

10 February 2025

The Headmaster

Shyamoli High School

Dhaka

**Subject: Application for permission to arrange a tree plantation programme**

Dear Sir,

This is to inform you that we are keenly interested to arrange a tree plantation programme in our school. It can give us an opportunity to make everyone aware of the importance of planting trees. Moreover, they will learn the severe impacts of cutting down trees indiscriminately. It is, no doubt, a noble programme in which the students will participate spontaneously. Such a move to maintain ecological balance is essential for the common benefits of humans and animals.

Therefore, we would like to request you to grant our prayer and oblige us thereby.

Obediently yours,

Amin Khan

On behalf of the students of

Shyamoli High School

16. Imagine, you are Anik/Anika. You are a student of Govt. Pilot High School, Faridpur. You are in section A in Class 10. Recently, your father has been transferred to Dhaka. You want to continue your study in this school. **Now, write an application to the Headteacher of your school for a seat in the school hostel.**

[CtgB-2020]

**Ans.**

06 March 2025

The Headteacher  
Govt. Pilot High School  
Faridpur

**Subject: Application for a seat in the school hostel**

Dear Sir,

With due respect, I like to draw your attention to the fact that my father is a government officer and he has recently been transferred to Dhaka. Our family is going to be shifted there. But I want to continue my study in your school till my SSC Examination. Now, my problem is that I have no kith and kin here to stay with. So, I am badly in need of a seat in the school hostel. If I do not get a seat, I have to leave the school.

Therefore, I hope that you would kindly allot (বন্দোবস্ত/বরাদ্দ করা) me a seat in the school hostel and oblige thereby.

Yours obediently,

Anik

Class-10, Roll no: 3, Section-A

17. Imagine, you are Adib/Adiba, of Madhupur High School. **Now, write an application to your Headmaster requesting him to open a "Debating Club" in your school compound.**

[CB-2019; JB-2019; RB-2017; BB-2017; CtgB-2016]

**Ans.**

13 March 2025

The Headmaster  
Madhupur High School  
Madhupur

**Subject: Application for opening a debating club**

Dear Sir,

This is to inform you that we, the students of your school, are very interested in founding a debating club in our school. A debating club can give us an opportunity to expose our latent talent. It will help us learn about various topics. Moreover, a debating club can prepare us to take part in different debating contests like National TV Debating Competition. So, we request you to open a debating club in our school. Our Bangla teacher, Mr Arif Ahmed, has kindly consented to guide us.

Therefore, we would like to request you to open a debating club in our school and oblige thereby.

Sincerely yours,

Adib Islam

On behalf of the students of  
Madhupur High School

18. Imagine, you are studying at Rangpur Zilla School. Your father has recently been transferred to Jashore. Your father wishes to take you to the new place of his posting. **So, write an application to your Headteacher requesting him to issue you a transfer certificate.** [RB-2019]

**Ans.**

27 February 2025

The Headteacher  
Rangpur Zilla School  
Rangpur

**Subject: Application for a transfer certificate**

Dear Sir,

With due respect, I like to inform you that I am a student of Class 9 of your school. I have been in your school for four years. Recently my father who is a government officer has been transferred from Rangpur to Jashore. My family has already been shifted to Jashore. Now, it is not possible for me to continue my studies in your school. So, I need a transfer certificate to get myself admitted into a school in Jashore.

I, therefore, hope that you would kindly issue me a transfer certificate and oblige thereby.

Sincerely yours,  
Shawon Ahmed  
Class-9; Roll No-10

19. Suppose, you are Habib/Habiba of Bakultala High School, Chattogram. You need financial help to bear your educational expenses. **Now, write an application to the Headmaster of your school for help from the poor fund.** [CB-2016, 2015; RB-2004; DB-2003, 2001; JB-2003, 2001; SB-2001]

**Ans.**

15 February 2025

The Headmaster  
Bakultala High School  
Chattogram

**Subject : Application for help from the poor fund**

Sir,

I would like to inform you that I am a student of Class X of your school. My father is a poor shopkeeper. His financial condition is not good. He is quite unable to bear my educational expenses (বায়, খরচ). But I want to continue my studies. Hence I need some financial assistance from the poor fund of the school.

I, therefore, hope that you would be kind enough to arrange some financial help from the poor fund so that I can continue my studies.

Obediently yours,  
Habiba Khanam  
Roll No-03, Class-X

20. Suppose, you are students of Jamalpur High School. You are aware of the necessity of English language skills. Your English teacher is also interested in helping you develop the skills. **Now, write an application to your Headmaster to set up an English Language Club.**

**Ans.**

07 February 2025

The Headmaster  
Jamalpur High School  
Jamalpur

**Subject: Application for setting up an English language club**

Dear Sir,

We, the students of your school, would like to draw your attention to the fact that we are learning English language in our classes in communicative method. This method is helpful for acquiring the four skills of a language – listening, speaking, reading and writing. We are very much aware of the necessity of learning English and we want to develop these skills. But we have a very little scope for acquiring the speaking and listening skills in the classroom. For this, we need a separate hour as well as environment. A language club is the best solution to this. Our English teacher, Mr Kamruzzaman, is also interested in guiding us in the club to develop our spoken English.

We, therefore, hope that you would kindly take necessary steps for setting up an English language club in the school premises so that we can develop our spoken as well as other skills of English language.

Yours obediently,

Kaiser Hossain

Roll no 1, Class-10

On behalf of the students of your school

21. Suppose, there is no literary club in your school. Therefore, the students cannot develop their literary faculty properly. So, write an application to the Headmaster of your school to take proper steps for setting up a literary club.

Ans.

10 April 2025

The Headmaster

Khulna Zilla School

Khulna

**Subject: Application for organizing a literary club**

Dear Sir,

I, on behalf of the students of your school, would like to draw your attention to the fact that we are learning English language in our classes in communicative method. Our syllabus doesn't contain literature and, therefore, we are being deprived of getting literary knowledge. We need a separate hour as well as an environment for literature. A literary club is the best solution to this. Our English teacher, Mr Manzur Alam, is also interested in guiding us in the club to develop our literary knowledge.

We, therefore, hope that you would kindly allow us to organize a literary club in the school premises and oblige us thereby.

Yours obediently,

Amrita Kumar Sarker

Roll no 1, Class-X

On behalf of the students of the school.

22. Suppose, you are Habib/Habiba. You have passed the SSC examination this year from Collegiate High School, Barishal. You want to get yourself admitted into a college. So, you need a testimonial from your Headmaster. Now, write an application to the Headmaster of your school for a testimonial.

[RB-2015; DB-2009, 2001; BB-2007; SB-2008, 2005, 2003]

Ans.

15 May 2025

The Headmaster

Collegiate High School

Barishal

**Subject: Application for a testimonial**

Dear Sir,

I would like to inform you that I have passed the SSC Examination from your school this year. I got GPA 4.5. Now, I want to get myself admitted into a college and so, I need a testimonial from you.

I hope that you would be kind enough to issue me a testimonial and oblige thereby.

Sincerely yours,

Habib Hossain

Roll no-0642573

Session : 2017-18

23. Suppose, you are Hasan/Hasna, a student of Sonapur High School, Rangpur. Your father is a poor government employee. You have three school-going brothers and sisters. Your father cannot bear your educational expenses. **Now, write an application to the Headmaster/ Headmistress of your school for a full free studentship.** [CtgB-2015; BB-2004]

**Ans.**

01 March 2025

The Headmaster  
Sonapur High School  
Rangpur

**Subject: Application for a full-free studentship**

Dear Sir,

With due respect, I would like to inform you that I am a student of Class 9 of your renowned (বিখ্যাত) school. My father is a poorly paid government employee. He has been bearing my educational expenses (ব্যয়) so far. But now he is not able to do so because I have three school-going brothers and sisters also. So, I need a full-free studentship to continue my studies.

I would, therefore, request you to kindly grant me a full-free studentship so that I can continue my studies properly.

Yours obediently,

Hasna

Class - 9

Roll-06

24. **Write an application to the Headmaster of your school seeking permission to stage a drama in the school auditorium.**

**Ans.**

2 July 2025

The Headmaster  
Dhaka Collegiate School  
Dhaka

**Subject: Application for permission to stage a drama**

Dear Sir,

We, the students of your school, would like to inform you that we are planning to stage a drama in our school auditorium on July 05 at 5.00 p.m. The drama is *Hoimonti* which will be performed by the students of class X. It will certainly help us improve our creativity and have some entertainment. So we would like to seek your permission.

We, therefore, hope that you would be kind enough to permit us to stage the drama in the school auditorium and oblige us thereby.

Yours obediently,

Sakib Hasan

On behalf of the students of Dhaka Collegiate School.

25. Suppose, the marriage ceremony of your elder sister is going to happen on 11 August 2025. You need three days leave for. **Write an application to your Headmistress requesting her to grant you leave in advance.**

**Ans.**

08 August 2025

The Headmistress

Kalaiya Girls' High School

Bauphal, Patuakhali

**Subject: Application for leave in advance**

Dear Sir,

With due respect, I like to inform you that the marriage ceremony of my elder sister is going to take place on 11<sup>th</sup> August instant. We have a lot of works to do on the occasion. I have to help my parents in all the works. So, I need three days' leave from 11 to 13 instant.

Therefore, I request you to consider my case and grant me the above mentioned leave in advance and oblige thereby.

Yours faithfully,

Asifa Akhter

Roll no 10

Class-9

### ➤ Complaint Letter

26. **Write an application to the superintendent of police to take steps against the Kishor gangs in your locality.**

**Ans:**

22 July 2025

The Superintendent of Police

Jashore Range, Jashore

**Subject: Application for taking action against kishor gangs in our locality**

Dear Sir/Madam,

We, the residents of Vobanipur, wish to highlight the growing issue of criminal activities by the Kishor gang in our area. Over the past few months, theft, drug trafficking, harassment, and physical assaults have become frequent. This has created fear and disrupted the peace in our community. Despite filing complaints at the local police station, the situation remains unresolved.

We hope that you will take urgent initiatives in this circumstance and mitigate the suffering and fear of the local people. We look forward to your prompt and effective action.

Yours sincerely,

Sajid Hossen

On behalf of inhabitants of Vobanipur

27. Suppose, you are Karim/Kabita, one of the inhabitants of Dinajpur City Corporation. Recently the roads of your locality have been unusable due to heavy rainfalls and the sewerage drains are being hampered to flow to water. People and the school going students cannot go to their offices, shops, schools and other places. **Now, write a letter to the Mayor of your City Corporation complaining about the sufferings of the common people.** [CB-2023]

**Ans.**

May 5, 2025

The Mayor  
Dinajpur City Corporation  
Dinajpur

**Subject: Complaint regarding road and drainage problems**

Dear Sir,

I, Karim Abdullah, an inhabitant of Birganj in Dinajpur, am writing to bring to your attention a critical issue that has been affecting our locality. The heavy rainfall and subsequent waterlogging have made the roads in our area unusable. Besides, the sewerage drains are being hampered due to flow of water. Consequently, the daily lives of the local residents, especially students attending school and individuals going to work or shops, have been greatly disrupted.

I request your immediate attention to this matter, urging you to address the condition of the roads and drainage system in our locality at the earliest convenience.

Thank you for your time and consideration.

Yours faithfully,  
Karim Abdullah  
Birganj, Dinajpur

28. **Write a letter to the postmaster of Jashore Head Post Office, Jashore complaining about irregular delivery of letters in your locality.** [SB-2023]

**Ans.**

2 January 2025

The Postmaster  
Jashore Head Post Office  
Jashore

**Subject : Complaint against irregular delivery of letters**

Sir,

I would like to bring to your kind notice that the postman of our locality is not dutiful. He is negligent to his duty and does not distribute the letters among the people timely. He must take the responsibility for the irregularity of the delivery of letters.

I hope that you would be kind enough to take necessary and immediate measures to end this irregularity and ensure a smooth service of the post office.

Faithfully yours  
Ali Imam  
Vill: Ramgarh  
PO: Monirampur  
Dist: Jashore

29. Suppose, you have bought some books on general knowledge. But the books are damaged and have printing mistakes. Now, write a letter to the publishing company "Diamond Publishing" complaining against it. [JB-2023]

**Ans.**

13 May, 2025

The Manager  
Diamond Publishing  
Shantinagar, Dhaka

**Subject: Complaint regarding damaged and misprinted books**

Dear Sir,

I am writing to express my disappointment with the general knowledge books I recently purchased from your esteemed publishing company. After receiving the books, I noticed that the covers of the books were torn and several pages were crumpled. Furthermore, I encountered many printing mistakes throughout the books. As a student relying on these books I was disappointed to find these mistakes.

I hope you would be kind enough to take necessary measures to replace these books with a new set of books that are in good condition and have no printing mistakes. If replacement books are not available, I would like to get a refund for the purchase.

Yours sincerely,  
Mazid Tohan  
Mirpur, Dhaka

30. Write a letter of complaint to the suitable authorities against the problem of antisocial activities in your locality. [CtgB-2023]

**Ans.**

9 February, 2025

The Ward Councilor  
Ward-27, Dhaka South City Corporation  
Dhaka-1216

**Subject: Complaint to resolve antisocial activities**

Sir,

I, a resident of Shukrabad, on behalf of the residents of the area, write to your highness to request you to look into the problem of antisocial activities in this area. Shukrabad has always been known for its peaceful neighbourhood. But recently some miscreants have started sitting in the tea stalls in front of the society gate. They often take drugs and tease the girls of this area. They are also involved in mugging innocent people and illegally collecting subscriptions from the local stores. They have become a nuisance for the whole society. They must be stopped and brought to justice soon.

Therefore, I humbly request you to take necessary steps to stop these miscreants so that the people of the locality can get freedom from living in hell.

Yours faithfully,  
Mohammad Aziz  
(On behalf of the people of Ward 27, Sukrabad)

- 31. Write a letter to the Chief Operating Officer of Bangladesh Railway complaining about your missing goods.** [DB-2022]

**Ans:**

13 September 2025

The Chief Operating Officer  
Bangladesh Railway, Dhaka

**Subject: Complaint for missing goods**

Sir,

I have the honour to bring to your kind notice that I started for Dhaka at 7am by Sonar Bangla Express. I booked three packets of goods as luggage. But it is an utter regret that the packets went missing after the train had arrived at Dhaka. Booking authorities were duly informed about it.

I request you to take necessary legal steps to find out the missing goods at the earliest time.

Yours sincerely,  
Md. Sami  
Habiganj, Sylhet

- 32. Write a complaint letter to the Headmaster to take proper steps for out-of-order computers.**

[RB-2022]

**Ans:**

21 June 2025

The Headmaster  
Joypara High School, Manikganj

**Subject: Complaint for out-of-order computers**

Dear Sir,

This is to inform you that a computer lab was set up in our school last year in order to enable the students to acquire technological knowledge. However, it is sad to say that the lab can no longer provide the services. The number of computers in the lab were already insufficient compared to the number of users. And now, most of them are out of order. Consequently, the students cannot get proper facilities for practice.

We, therefore, hope that you would be kind enough to take prompt steps to repair the computers or buy new ones and oblige us thereby.

Yours sincerely,  
Mita Islam  
Roll- 02, Class X  
On behalf of the students of  
Joypara High School

- 33. Write a letter to the Mayor of Dhaka City Corporation about insufficient water supply.** [CB-2022]

**Ans.**

2 May, 2025

The Mayor  
Dhaka South City Corporation  
Dhaka

**Subject: Complaint regarding insufficient water supply**

Sir

I, on behalf of the inhabitants of Wari, Dhaka, have the honour to bring to your kind notice that water supply in our area is insufficient. WASA hardly supplies sufficient water in our locality. Moreover, it is summer now. Everybody feels the necessity of water. Unfortunately, the inhabitants of the area do not have sufficient water for cooking, bathing and washing their clothes. Hence the sufferings of all the people know no bounds. Sometimes the inhabitants have to buy water at a high rate.

I hope that you would be kind enough to take proper steps so that WASA supplies us with sufficient water in our locality.

Yours faithfully

Mahin Chowdhury

On behalf of the inhabitants of Wari

- 34. Imagine, you are an inhabitant of Mirpur. Some roads around your residence have been cut for installation of gas pipelines, electric lines and telephone lines. But repair works have not been done. Now, write a letter to the editor of a newspaper to draw attention of the concerned authorities for the repair of the roads.**

**Ans.**

30 July 2025

The Editor

The Bangladesh Observer

Dhaka

**Subject: For repairing roads dug by different authorities**

Dear Sir,

I, on behalf of the inhabitants of Mirpur, draw your kind attention to the problems faced by the inhabitants of Mirpur. Some roads around our residence have been cut for installation of gas pipelines, electric lines and telephone lines. So, people are suffering greatly in this circumstance. I shall be highly grateful if you kindly publish the following article in your daily newspaper for public interest.

Yours faithfully,

Meer Mahiuddin

1511, 5/2 Mirpur, Dhaka-1216

On behalf of the inhabitants of Mirpur

#### **Who to Repair Dug Roads?**

Some roads of Mirpur have been dug by different authorities one after another. It began with the installation of big gas pipelines. Then, the DESA authority cut the roads and installed electric lines. After that, the T&T authority also cut the roads in different alignments. Now, the roads are in a very bad condition. There are ditches all around. There are heaps of soil or sand. The rain water is making the condition worse. But the authorities concerned are not at all careful about the sufferings of the people.

We know that the concerned authorities had paid money for the repair works to the city corporation before they obtained permission to dig the roads. Now, the city corporation needs waking up and taking measures to repair the roads immediately.

35. Suppose, you have to come to school crossing a big canal. During the rainy season, it creates a great problem for you to come to school. You want to have a bridge over the canal. Now, write an application to the Deputy Commissioner of your district to construct a bridge over the canal.

Ans.

22 March 2025

The Deputy Commissioner  
Chattogram

**Subject: Application for constructing a bridge over a canal**

Dear Sir,

With due respect, we, the inhabitants of Dumuria of Demra thana in your district, lay the facts before you that there is a big canal beside our village. This canal separates us from schools, colleges and the thana headquarters. There is no bridge over the canal. Hence, hundreds of people have to cross the canal in a ferry boat every day. It is not only risky but also time consuming. During the rainy season, our sufferings know no bound.

We, therefore, hope that you would understand the gravity of the problem and take immediate steps to construct a bridge over the canal as soon as possible.

Sincerely yours,

1. A. Rahim

2. A. Karim

On behalf of the inhabitants of

Village : Dumuria

Thana : Demra

### ☛ Notice

36. Suppose, you are the Headmaster of Jhenaidah Government Girls' High School, Jhenaidah. Your school will remain closed due to summer vacation from 3 June to 19 June. Now, write a notice about it. [MB-2023]

#### Jhenaidah Government Girls' High School, Jhenaidah

Office of the Headmaster

#### Notice

No. 11/VC/1512

Dated: 28 May 2025

It is notified for general information that the school shall remain closed for 7 days effective from 13-06-2025 to 19-06-2025 on account of summer vacation. The school shall resume from 20-06-2025 as usual.

All concerned are to note please.

Headmaster  
Abul Kashem  
(Signature)  
28 May, 2025

37. The Model Test Routine of your school needs to be published. Now, write a notice.

Ans.

Savar Cantonment School, Dhaka  
Office of the Headmaster

#### Notice

Sl. 2502

Dated 26-10-2025

This is to inform the students of Class 10 that the model test for SSC Examination 2025 will commence from 30 November 2025 and continue till 7 December 2025. The suggestions will be provided by the respective subject teachers.

All students will have to collect their admit cards for the examination, or else will not be allowed to sit for the examination.

**Exam Routine for SSC Model Test 2025**

Date/ Time	Subject Code	Subject Name
30-11-2025/ 11am-1pm	101	Bangla 1 <sup>st</sup> Paper
01-12-2025/ 11am-1pm	102	Bangla 2 <sup>nd</sup> Paper
03-12-2025/ 11am-1pm	107	English 1 <sup>st</sup> Paper
05-12-2025/ 11am-1pm	108	English 2 <sup>nd</sup> Paper
07-12-2025/ 11am-1pm	112	Mathematics

38. Write a notice as the Headmaster of your school informing the students to collect their SSC Admit Card for the upcoming examination.

Ans.

Rajuk Uttara Model College, Dhaka	
<b><u>Important Notice</u></b>	
Sl. No.: 2225	Dated 5 June, 2025
This is to inform the SSC candidates of 2025 that the distribution Admit Cards for SSC Examination 2025 will start from today. Students are requested to collect their admit card during office hour.	
N.B.: Students who will not collect their admit card from the office will not be allowed to sit for the examination.	
Headmaster (Signature) 05.06.2025	

39. Suppose the Annual Science Fair will be held in your school. Now write a notice about it asking students to submit their names and project in details.

Ans.

<b><u>Notice</u></b>	
No. 1101/SF2025/01	Dated August 10, 2025
This is for the information of the students that a science fair competition will be held on 30 August 2025 in school premises. No classes will be held during the event. The students who are interested are requested to submit their names along with their project details to the secretary of Science Club on or before 25 August 2025.	
Secretary (Signature) 10 August, 2025	

➤ **Purchase Order**

40. Suppose you are the teacher of an art school. You want to buy some art supplies for your school. But you do not have much time to visit the shop physically. You want to receive the items by a deliveryman. Now, write a purchase letter to the shop-keeper requesting to send some art supplies.

Ans.

14 November, 2025

The Manager  
ABC Stationeries,  
New Market, Dhaka

**Subject: Purchase order for some art supplies**

Dear Sir,

I would be very thankful if you please send the following art items at your earliest convenience to our school address. The payment will be made in cash upon delivery.

Thanking you,  
Kamal Hasan

Rajshahi Art Academy  
Boro Moshjid, Shaheb Bazar, Rajshahi.  
Contact No.: +880170102xxxx

List of the items:

- |                           |              |
|---------------------------|--------------|
| 1. Water Colour Set       | – 10 Boxes   |
| 2. Water Colour Brush Set | – 10 Packets |
| 3. Water Colour Palette   | – 10 Pieces  |
| 4. Cartridge Paper        | – 1 Rim      |
| 5. Clip Board             | – 100 Pieces |

41. Suppose you are an Admin Executive of a renowned company. You need a catering service to provide lunch for your employees. You want the food delivered directly to your office. **Now, write a request letter to the catering requesting them to supply the luncheon.**

**Ans.**

28 April, 2025

The Manager  
Fakhruddin Restaurant  
Uttara, Dhaka

**Subject : Request to send luncheon package**

Dear Sir,

On behalf of Meghna Group of Industries Ltd, I would like to place an order from your restaurant. The order list has been attached for your kind perusal. The mode of payment will be made in advance through check.

We have a function arranged for our employees where we want the lunch to be housed from your renowned restaurant. The function is scheduled on 4 May, 2025 at 1:00 pm sharp. We request you to proceed with the order from your end.

Thank you for your kind understanding and punctual service. Kindly feel free to contact me for any further clarifications regarding this purchase order.

Thanking you,  
Mahfuzur Rahman  
Executive, Administration  
Meghna Group of Industries  
Uttara, Dhaka  
Contact No.: +880 191197xxxx

List of Food Items:

- |                       |                  |
|-----------------------|------------------|
| 1. Kacchi Biryani     | – For 100 people |
| 2. Jali Kabab         | – For 100 people |
| 3. Plain Polao        | – For 10 people  |
| 4. Chicken Roast      | – For 110 people |
| 5. Borhani            | – 25 Liters      |
| 6. Bottle Water 250ml | – 110 pieces     |

42. Suppose you are Alamin Hossain. You want to buy some medical supplies from Beximco Pharmaceuticals Limited. You want to receive the products delivered by their representative concerns. **Now, write a request letter to the sales manager of Beximco Pharmaceuticals Limited requesting him to supply some products.**

**Ans.**

15 May, 2025

The Sales Manager  
Beximco Pharmaceuticals  
Dhanmondi, Dhaka

**Subject : Request to send the required medical supplies**

Dear Sir,

You would be happy to know that the previous stock of medical supplies you had sent is almost sold out. At present some medical items are in high demand. I need to restock these items as soon as possible. It would be very grateful of you if you kindly supply the medical goods as per the list below as soon as possible.

Yours faithfully,

Alamin Hossain  
M/S Chuadanga Drugs Store  
Chuadanga Sadar, Chuadanga  
Contact No.: +880 177xxxxxxx

**List of Medical Supplies:**

- |                        |              |
|------------------------|--------------|
| 1. 3 Layered Face Mask | – 10 Cartons |
| 2. KN95 Mask           | – 10 Cartons |
| 2. Hand Rub Sanitizer  | – 10 Cartons |
| 3. Napa Extend         | – 5 Cartons  |
| 4. Napa Rapid          | – 5 Cartons  |
| 5. Neofloxin           | – 2 Cartons  |
| 6. Gastalfet           | – 1 Carton   |
| 7. Deflux              | – 1 Carton   |
| 8. Bextram Gold        | – 3 Cartons  |
| 9. Bextram Silver      | – 2 Cartons  |
| 10. Antacid Max        | – 5 Cartons  |

43. Suppose you are Arafat Khan. You want to buy some stationeries and books for PBS, Shantinagar, Dhaka. But you do not have much time to visit the purchasing house physically. You want to receive the books by post. **Now, write a purchase letter to the manager of the purchasing house requesting to send some stationery goods and books.**

**Ans.**

12 May, 2025

The Manager  
PBS  
Dhaka

**Subject : Request to send some books and other stationery goods**

Dear Sir,

I would be very thankful if you kindly send the following books and some stationery articles at your earliest convenience to my address. The payment will be made cash upon delivery.

Thanking you,

Arafat Khan  
AK Book Shop  
6/A, Kalabagan Bus Stand, Dhanmondi, Dhaka  
Contact No.: +8802-882XXXX

**Book and Stationery List:**

- |                                   |              |
|-----------------------------------|--------------|
| 1. Oxford English Dictionary      | – 100 Copies |
| 2. English for Today Class 9-10   | – 100 Copies |
| 3. Panjeree SSC English Made Easy | – 200 Copies |
| 4. Panjeree SSC Model Questions   | – 150 Copies |
| 5. Babu Comics                    | – 50 Copies  |
| 6. Eight IELTS Real Test          | – 50 Copies  |
| 7. What Happened After the Speech | – 50 Copies  |
| 8. Can We Get Along?              | – 2 Dozen    |
| 9. Notebook 200 pages             | – 200 Copies |

➤ **Response to an Order/Request**

44. Suppose, you are Omar Faruk, the manager of PBS, Shantinagar, Dhaka. You have got a purchase order from Arafat Khan some days before. **Now, write a confirmation letter responding to order of Arafat Khan.**

**Ans.**

23 May, 2025

Arafat Khan

AK Book Shop

6/A, Kalabagan Bus Stand, Dhanmondi, Dhaka

Contact No.: +8802-882xxxx

**Subject : Confirmation of sending the books and other stationery goods as per request**

Dear Mr. Khan,

It is to inform you that the purchase order you sent on 21-05-2025 has been accepted by our company and will be delivered to you by 30-05-2025. Please find the purchase order from herewith.

Thank you for choosing our company and we anticipate more transactions with you in the future.

Sincerely yours,

(Signature)

Omar Faruk

Manager

PBS, Shantinagar, Dhaka

Contact No.: +8801711-25xxxx

45. Suppose, you are Nahid Hasan, the sales manager of Beximco Pharmaceuticals Limited. You have got a purchase order from Alamin Hossain some days before. **Now, write a confirmation letter responding to an order of Alamin Hossain.**

**Ans.**

21 May, 2025

Alamin Hossain

M/S Chuadanga Drugs Store

Chuadanga

Sadar, Chuadanga

Contact No.: +880 177986xxxx

**Subject : Confirmation of sending the medical supplies as per request**

Dear Mr. Hossain,

It is to inform you that the purchase order you sent on 15-05-2025 has been accepted by our company and will be delivered to you by 05-06-2025. Please find the purchase order from herewith.

Thank you for choosing our company and we expect more transactions with you in the future.

Sincerely yours,

(Signature)

Nahid Hasan

Beximco Pharmaceuticals Limited

Dhanmondi, Dhaka

Contact No.: +8802-911xxxx