

Write an application to the Principal requesting for new furniture in the class

To

The Principal

Pt. Yad Ram Secondary Public School

Bhajanpura ,Delhi -53

Date -December 22,2025

Subject -Application for requesting new furniture in the class

Respected Madam,

I would like to bring to your kind notice that the furniture in our classroom is very old and damaged. Many desks and benches are broken, and some have sharp edges. It has become uncomfortable for students to sit properly and study.

Due to this, students are facing difficulty in writing and sitting . It may also cause injuries.

Therefore, I kindly request you to please arrange new desks and benches for our classroom at the earliest.

I shall be very thankful to you for your kind consideration.

Thanking you.

Yours obediently,

Name-

Class-