





1/11/2019

The principal
T.S.W.R.D.C (W)
manchevial.

Respected madam

Sub :- provide cellar as accommdation to parent
visitor Requesting

We the students of B.com (A) & B.com (G) yr
here by bringing to your kind notice that our parents
who come to meet their children on second Saturday
and any other special instruction days are waiting and
outside of the college due to no proper accommdation
to them kindly look into this and provide cellar
as parent visitor accommdation

please do the needfull

thank you

yours Sincerely

B.com (A) yr

B.com (G) yr

P. prasana (W) yr
- A. Ananya (CA) yr
- A. Keerthi (CA) yr
Ch. Navaneetha (G) III yr
T. Shyanala CA-III yr

04/08/2021

To

The principal ma'am

T.S.W.R.D. (W)

Mancherial

Sub:- Request to repair fans in the
classroom.

Respected ma'am

On Behalf of the Students

T.S.W.R.D. (W) Mancherial. In this
Institution repair fans in the classroom
we are kindly request you to mam

Thanking you ma'am.

01/07/2020

To,
The principal ma'am,
T.S.W.R.D.C (W),
Manchester.

Sub:- Request to repair windows

Respected ma'am

On behalf of the students
T.S.W.R.D.C (W) Manchester. In
the Institution repair windows. We are
kindly request you to congently and
arrange for the necessary action in
the regard

Thanking you ma'am

04/01/2021

To,
The Principal madam,
T.S.W.R.D. (W),
Manchesterial.

Sub :- Request to cleaning washrooms

On Behalf of the Students

T.S.W.R.D. (W) Manchesterial. In this Institution washrooms are not cleaning. we are kindly request to you clean washrooms urgently and arrange for the necessary action in the regard

Thanking you madam.

15/02/2021

To,

The Principal madam,

T.S.W.R.D.C (W),
Manchesterial.

sub:- request to Bulbs are not
working in the classroom

Respected Madam

On behalf of the students

T.S.W.R.D.C (W) Manchesterial. In this
Institution Bulbs are not working
in the classroom we are kindly request
to you urgently and arrange for
the necessary action in the regard

Thanking you madam.

Requesting letter

30/06/2021

To,
The principal mam,
TSWRC (W),
Manchester

Respected madam,

Sub:- Request to repair clogged washrooms

With the reference to the subject cited, We CR's of all Groups would like to bring to your notice that, on behalf of all the students in our college. We are facing problem clogging of excess water in washrooms. As we have high strength but, washrooms are not well (water string etc)

So, We are kindly requesting you to take necessary action to repair the washrooms

Thanking you mam

From,
Ankavasi → BN - III years

- 2) B. Akanksha → B.com (A) III yr
- 3) J. Deepa → Mpc III yr
- 4) D. Poojitha → B.com (Gen) III yr
- 5) P. Sachana → B.Zc. III yr
- 6) R. Swelba → MScs - III yr
- 7) V. Pragathi → M.Zc - III yr

31/07/2021

To,
The principal madam,
M.S.W.R.D.C (W),
Manchesterial.

Sub:- Requesting to repair fans and dim lights.
Respected madam.

on Behalf of the students M.S.W.R.D.C (W)
Manchesterial, In this institution there is no
sufficient fans and lights so, we are Requesting
to replace or repair and kindly look
into this and provide the facilities.

Thank you.

Request letter

Date: 11/10/2021
Day:

TO
The principal mam,
TSWRDCCH,
Manchester.

Respected Madam,

Sub: request to provide sufficient chairs for students in classroom with the reference to the subject cited, We CR's of 21 groups, would like to bring to your notice that as the chairs are inadequate to the ratio of few students are sitting on the floor.

So, we are requesting you provide more chairs to address this matter urgently.

Thanking you Madam,

03/01/2022

To,
The principal madam,
T.S. W.R.D.C (W),
Manchesterial.

Sub:- Requesting to provide cool water
during summer regarding.

Respected mam.

on Behalf of the students of T.S. W.R.D.C (W)
Manchesterial. In this Institution regarding
during summer there is no sufficient
cool water. So, kindly provide
facilities

Thank you

Request letter

Date :- 10/08/2022
Day :-

TO,
The principal mam,
TSWRDC [W],
Mancheri.

Respected Mam,

Sub :- Request to arrange new tubelights in
class rooms, & washrooms.

With the reference to the subject cited, the CRs of
all groups, would like to bring to your kind notice
that tubelight in the class room & washrooms regard
are very dim so we are not getting sufficient
lighting to read during night study hours.

We requesting to replace the old tubelights
with the new one.

Thanking you mam,

from

- ① BA - III yr - M. kaveri
- ② B.Com CA - III yr - B. Akanksha
- ③ MPC - III yr - J. Deepa
- ④ B com [G] - III yr - D. poojitha
- ⑤ BZC - III yr - R. Sadhana
- ⑥ MSCS - III yr - R. Swetha
- ⑦ MZC - III yr - v. pragathi

Swetha

Swetha
10/8/22

PRINCIPAL
TSWRDC [W] MANCHERI

Request letter

13/08/2022

To,
The principal mam,
PSWRDC (W),
Manchester

Respected madam

Sub: = request to provide sufficient chairs for students in classrooms with the reference to the subject cited, we CR's of all groups, would like to bring to your notice that as the chairs are inadequate to the ratio of few students are sitting on the floor.

so, we requesting you provide more chairs to address this matter urgently.

Thanking you mam,

from

Leela

Surya

PRINCIPAL
PSWRDC (W) MANCHESTER

BA - III year - M. Kaveri
B. Com CA - III year - B. Akanksha
MPC - III year - J. Deepa
B. Com. Gen III year - D. Poojitha
BZC - III year - R. Sadhana
Msc - III year - R. Swetha
MFC - III year - V. Pragnya

Request Letter

Date: 30/08/2022
Day: /

To,
The principal mam,
TSWRDC (W),
Martholal.

Respected madam,

Sub: Request to the repair patches on floor in
the classroom.

With the reference to the subject cited,
we CR's of 21 groups would like to
bring to your notice that as the floor
in the classroom got damaged. we can
see many patches on the floor due to
them we are unable to sit & sleep on
the floor.

We are kindly request you to
address this matter urgently and arrange
for the necessary repairs

Thanking you mam

[Signature]

[Signature]

PRINCIPAL
TSWRDC(W), NA

- from
- ① BA - III yr - M. Kaveri
 - ② Bcom CA - III yr - B. Akanksha
 - ③ MPC - III yr - J. Deepa
 - ④ Bcom (G) - III yr - D. Poojitha
 - ⑤ BZC - III yr - R. Sadhana
 - ⑥ M&CS - III yr - R. Swetha
 - ⑦ MZC - III yr - V. Pragathi

To,
The principal madam,
TSWRDC (W),
Mancherial,

Respected madam,

subject :- As we are students of In this Institution,

To Repair clogged Wash Rooms & Doors.

On Behalf of the students of TSWRDC (W)

Mancherial Ament to the subject As we are facing many problems due to clogged Wash Rooms & Doors.

So, we are kindly requesting you mam to take necessary action.

Thanking you madam.

from.

Leetha

Surya

PRINCIPAL
TSWRDC(W), MANCHERIAL

- ① BA - III yr - M. kavani
- ② B.Com CA - III yr - B. Akanksha
- ③ MPC - III yr - J. Deepa
- ④ B.com Gen - III yr - D. Poojitha
- ⑤ BZC - III yr - R. Sadhana
- ⑥ MScs - III yr - R. Swetha
- ⑦ MZC - III yr - V. Pragathi

Request letter

Date:
21/10/2022

To
The principal madam,
TSWRDC (W),
Manjeri.

Respected madam.

Subject:- request for providing tea & Biscuit at Exam
time. during night Study hours.

With the reference to the subject cited, we CR's
of 21 groups. would like to bring to your notice
that, to draw your attention to provide snacks
(Tea & Biscuits at Exam time. during night study
hours.

So, we request you to look into this matter.

Thanking you madam.

From,

① BA - III yr - M. Kaveri

② B.com - CA - III yr - B. Akancha

③ MPC - III yr - J. Deepa

④ B.com - (G) - III yr - D. poornima

⑤ MScS - III yr - R. swetha

⑥ BZC - III yr - R. sadhana

⑦ MZC - III yr - V. pragathi

Deetha

Swamy

PRINCIPAL
TSWRDC(W), MANJERI

request letter

Date

7/02/2023

To

The Principal madam

TSWRDC (W)

Mancherial

Respected madam

Sub:- Request to Repair R.O plant

On Behalf of students of T.S.W.R.D.C (W) Mancherial.

In this Institution we are facing problem of purified drinking water as the R.O plant is not working properly so we requesting you to kindly make arrangement to Repair the R.O plant.

Thanking you madam

From

- ① BA - III yr - M. Kaveri
- ② Bcom CA - III yr - B. Akanksha
- ③ MPC - III yr - J. Deepa
- ④ Bcom (G) - III yr - D. poojitha
- ⑤ BZC - III yr - P. sadhana
- ⑥ MSCS - III yr - R. Swetha
- ⑦ MZC - III yr - V. pragathi

Swetha

Swetha

PRINCIPAL
TSWRDC (W), MANCHERIAL

Request letter

Date :-

Day :- 8/02/2023

To,

The principal mam,
TSWRDC [W],
Mancherial.

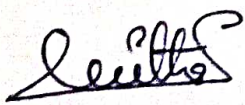
Respected Mam,


Sub :- Request for Repair & Replacement of new fans. With the reference to the subject cited we CRS of all groups. Would like to bring to your kind Notice that, fans in the few class rooms and also mess hall not working properly. So we are requesting you mam, to repair old fans and provide new fans, wherever required.

We are kindly request you mam to take necessary action on above matter.

Thanking you mam,

from





- ① BA - III yr - M. Kaveri
- ② B.com - CA - III yr - B. Akansha
- ③ MPC - III yr - J. Deepa
- ④ B.com [G] - III yr - D. poojilba
- ⑤ Mscs - III yr - R. Swetha
- ⑥ B.ZC - III yr - R. sadhana
- ⑦ M.ZC - III yr - V. pragathi

PRINCIPAL
TSWRDC(W), MANCHERIAL