

The Incharge/Director/VC

Name of Department/institute

City/ place (location)

Subject: Request for Permission/apology or anything

Respected Ma'am/Sir,

With reference to cited above, it is stated that
_____ **(identity)** _____. I/we want to have a party/ask for apology/repeat
the subject _____ **(reason)** _____.

For that reason (to repeat the subject/to have a party/to go on a trip) I/we will be in
need of your kind permission.

(Or for apology) I apologize for my misbehavior/carelessness/anything.

I hope you'll consider my/our words/request/apology.

Again, accept my apologies.

Thanking you in advance.

Name

Class/designation

Roll no./identity

Institute.