

2nd PUC English Letter Writing - Example

[Your Address]
[City, State, ZIP Code]
[Date]

The Principal,
ABC Pre-University College,
[College Address]

Dear Sir/Madam,

Subject: Request for Additional Library Hours

I hope this letter finds you well. I am writing to bring to your attention the need for additional library hours at our college.

As a student of the 2nd PUC Science stream, I have found the library to be an invaluable resource for my studies. However, the current operating hours of the library often limit access for students, especially those with hectic schedules due to extracurricular activities and coaching classes.

Many of us have expressed the desire to utilize the library's facilities beyond the current closing time of 5:00 PM. Extending the library hours until 7:00 PM on weekdays and opening it for a few hours on weekends would greatly benefit students who wish to engage in self-study and research after regular college hours.

Having access to the library during these extended hours would not only help us in our academic pursuits but also foster a culture of independent learning and intellectual growth among students.

I understand that implementing changes to the library schedule may require careful consideration and coordination. However, I believe that the benefits of extending library hours would far outweigh any logistical challenges.

I kindly request you to take this matter into consideration and explore the possibility of extending the library hours to accommodate the needs of students.

Thank you for your attention to this matter. I look forward to hearing from you regarding the outcome of this request.

Yours sincerely,

[Your Full Name]
2nd PUC Science
ABC Pre-University College