

**The Principal
Dinabandhu Andrews College
P.O. Garia, Kolkata 700 084**

Sub.: Requirement of Diesel for two Power Generators

Sir,

This is for your kind information that the Diesel in the Diesel Tanks has almost been exhausted.

Under the circumstances, I request you to kindly grant me a sum of Rs._____. On receiving cash valid Cash Memo will be issued by local authorized dealer of Diesel and the same will be submitted to the Accounts Department.

Thanking you.

Yours sincerely,

**Gas Plant/Pump Operator/ Caretaker-cum-Electrician
Dinabandhu Andrews College**