

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

Sub.: Requirement of LPG for LPG-based burners in the Department of  
Chemistry and Physics

Sir,

This is for your kind information that the LPG-based burners are run on 4 LPG Cylinders. I understand that the College has made a provision of maintaining two sets of 4-LPG Cylinders. At present one set of 4-LPG Cylinders have 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 LPG (Indane) and the same will be submitted to the Accounts Department.

Thanking you.

Yours sincerely,

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