



Requesting Letter for Reservation of a Bogie

Question: You are Ravi/ Ravika, in Incharge of the Excursion Club of B.V.P. School, Mathura Road, Delhi. Write a letter to the General Manager, **Northern Railways**, requesting reservation of a bogie for 80 students from New Delhi to Chennai and back by G.T. Express.

Answers:-

B.P.V. School, Mathura Room Delhi

11th, May, 20...

The General manager,

Northern Railways, New Delhi.

Subject: [Request for](#) Reservation of a Bogie

Sir,

A group of eighty students of our school wants to go on an excursion trip from New Delhi Railway Station to Chennai. They would be leaving New Delhi On the 21st May 2010. They would stay there for five days. Thus would be returning from Chennai to New Delhi on 26th May 2010. Traveling in unreserved bodies is a hellish affair fraught with risk. It robs one of one's rest and sleeps.

You are, therefore, requested to reserve a bogie for 80 students as details below.

New Delhi to Chennai 21st May, 20...

Chennai to New Delhi 26th May, 20...

Also, allow us traveling concessions.

Thanking you,
Yours faithfully,
Ravi/Ravika