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Letter/Application to the Principal for Improvement in School Canteen

Question: As a student leader of *Church Mission School, New Delhi*, Write a Letter/Application to the principal of your school suggesting improvement in the school canteen.

Answer:

Examination Hall,
10th Oct, 200..,
The Principal,
Church Mission School,
New Delhi,

Subject: Improvement in School Canteen

Sir,

I take the liberty to draw your kind attention to the need for **improvement in our school canteen**. The school canteen is the place where students take tea and snacks during recess and their vacant periods in order to relax. But our school canteen is really in a bad shape. Our school has over a thousand students, but in the canteen, one finds twenty chairs and tables most of which are broken. Even the tube lights often remain out of order. Due to this, the students have to sit in the dark the environment presents a deserted look. No proper attention is given to keep the canteen neat and clean. The eatables served here are also of poor quality, while the charges are exorbitant. The students have to be content with them because they have little choice.

I hope you will take a personal interest in the matter and do the needful to **improve the situation**.

Thanking you,
Yours faithfully
Pawan