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## 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

11<sup>th</sup>, 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 21<sup>st</sup> May 2010. They would stay there for five days. Thus would be returning from Chennai to New Delhi on 26<sup>th</sup> 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	21 <sup>st</sup> May, 20...
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Chennai to New Delhi	26 <sup>th</sup> May, 20...
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Also, allow us traveling concessions.

Thanking you,  
Yours faithfully,  
Ravi/Ravika