



Letter to the Principal about Need for Improvement in the Working of Library

Examination Hall,
25th June,200
The Principal
Moonlight School,
Dream City

Subject: Need for improvement in the working of the library

Sir,

I take the liberty to draw your kind attention to the need for improvement in the working of our school library. Our school library is really in a bad shape. It is housed in a small stuffy room. There is no proper arrangement of the light half of the fans are out of order. Our school has well over a thousand students, but there is seating arrangement for only fifty students in the library, no proper attention is given to keep the library neat and clean.

The non-availability of books is another factor. It causes inconvenience to the students. Most of the books exist in the catalog only, but these are always found missing from the shelves/perhaps these may be lying with the members of the staff for months together.

The library staff is also non-co-operative. They never bother to assist the students in tracing the books they need. They do not take the trouble to see whether the book required by a student is available in the library or not. Their simple answer is "The Book is issued".

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

Thanking you,
Yours faithfully
B.D Aggarwal
Class Representative