

The Superintendent  
\_\_\_\_\_ Hospital  
Kolkata

Date/Month/Year

Dear Sir:

Sub: Fruit Distribution to in-patients on ----- d/m/year

We are pleased to introduce \_\_\_\_\_, a registered Charitable Trust based in \_\_\_\_\_, working in the field of health, education and livelihood.

Our Foundation has undertaken a programme to distribute fruits to patients during November - December 2018 as part of 'Prophet Muhammad Week'.

We would request you to let us know the number of inpatients and provide us permission to do the distribution on \_\_\_\_\_ d/m/year, if convenient.

With regards

\_\_\_\_\_  
Trustee