

The Member, Mayor in Council  
Solid Waste Management  
Kolkata Municipal Corporation  
Kolkata

4 December 2017

Dear Sir:

Sub: Cleanliness Drive in \_\_\_\_\_ Street (Ward --- and ---- on Saturday d/m/year

We are pleased to introduce Organisation name, a registered NGO, based near \_\_\_\_\_ working in the field of health, education and livelihood.

Our Foundation would like to undertake a Cleanliness Drive in \_\_\_\_\_ Street on Day d/m/y involving our volunteers and school students. This is part of our initiative under 'Prophet Muhammad Week' campaign during December 2018.

We would request you kindly permit us to carry out this drive, from 10 am – 12 noon on d/m/year and provide assistance of KMC SWM team including Dustbins, Dumpers and staff to clean name of the Street roads, walls and lamp-posts.

We look forward to your positive support.

With regards

\_\_\_\_\_  
Trustee