

The Member, Mayor in Council
Education
City name Municipal Corporation
City

d/m/y

Dear Sir:

Sub: Distribution of First Aid Kits in (name of schools)Primary Schools during (month name) 2018

We are pleased to introduce _____, a registered NGO, based near Zakaria Street, working in the field of health, education and livelihood.

Our Foundation would like to distribute basic First Aid Kits to about 50 ___ Primary Schools around area of the city as part of our 'Prophet Muhammad Week' campaign during November - December 2018.

We would request you kindly provide us a list of ___ Primary schools and contacts details for the purpose. Please also let us know the school holiday schedule for December 2018.

We look forward to your response.

With regards

Trustee