

To
The Principal
Garden High School
318 Prantik Pally
Kolkata 700 107

Subject: Application for collection of bus-availing pupil from school

Dear Madam,

My ward _____ (Student Id: _____) is a student of **Class:** ____ **Section:** __ of your school and avails the school bus service.

I hereby request you to kindly allow him/her to be collected from school by his/her guardian based on the following particulars.

Bus Number (Route Number) :	
Date of collection :	
Reason for collection :	

I hereby agree that this request is for 1 day only.

Thank you
Yours faithfully

From
Guardian Name :
Guardian Mobile :
Guardian Email :

.....
Signature of the Guardian

For Office Use Only

Checked By:

Approved By: