

To

The Head/Manager/Proprietor

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Date:

Sub: Request for the Volunteer/ Job

Sir/Mam,

As a programme of WORK EXPERIENCE launched by Children's Liberty E.B.School for the students who have recently appeared SLC Examination, I would like to request to provide me an opportunity to work in your office/workplace/organisation as volunteer for 15 to 30 days as stated below.

School offers you a CERTIFICATE OF THANKS in a frame to your office/organisation as a token of love in return to your encouragement to the school's programme.

No doubt that I will work honestly and in responsible way.

Please call Mr. Dn. Shiwakoti-4917147, the Principal of the school for any queries you have.

Statement of the request:

Type of service:

Period of Service: 2 weeks

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4 weeks

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Service hours: Per day- minimum 4 hours and maximum 6 hours

Or total hours: minimum- 48 hours, Maximum- 72 hours.

Starting Date:

Name of the Office/ Organisation:

Address:

Phone:

Name and sign of the office/organisation authority (if the request is accepted)

Name:

Sign:

Name and sign of the applicant:

Name:

Sign:

Name and sign of the school authority

Name:

Sign: