

# HANS RAJ COLLEGE

## CENTRAL STORE

The Principal  
Hans Raj College  
University of Delhi  
Delhi – 110007

Date \_\_\_\_\_

Dear Sir,

The following items are required for the \_\_\_\_\_ department/  
Library/ Office. It is requested to issue the following:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Thanking you,

Name : \_\_\_\_\_

Department: \_\_\_\_\_

Store Incharge

Teacher Incharge

Care-Taker

S.O.

A.O.

Principal