

Room No: 18

Class 10 - A

Podar International School

Jahangirabad

Surat

8 August 2025

The Principal

Podar International School

Surat

Subject: Request for new sports equipment in School

Respected Sir,

I am writing this letter on behalf of the students of Class 10-A to bring to your kind attention the lack of sufficient sports equipment in our school.

Our school has always encouraged physical education and games as an essential part of overall development. However, we have recently faced difficulties during our games period and practice sessions due to a shortage of basic equipment. Many of the cricket bats are broken, footballs are worn out and there are not enough

badminton rackets and shuttlecocks.

This lack of equipment affects not only our enjoyment but also our preparation for inter-school sports competitions. Several students are eager to participate, but are unable to practice properly due to these limitations.

We humbly request you to kindly arrange for the purchase of new sports equipment at the earliest. Your support will help us improve our skills, stay active, and bring more awards to the school through sports.

Thanking you in anticipation.

Yours obediently,  
Kavyaba H. Rathod

23, Shivaji Nagar  
Nagpur  
Maharashtra

06 August 2025

The HR Manager  
TechSoft Solutions Pvt. Ltd.  
Pune  
Maharashtra

Subject: Application for the post of Computer Operator

Respected Sir/Ma'am,

I am writing to express my interest in the position of Computer Operator at TechSoft Solutions Pvt. Ltd., as advertised on your official website and Times of India.

I have successfully completed my higher secondary education and hold a certification in Computer Applications. During my course, I received hands-on training in MS Office, data entry, database management, and basic troubleshooting.

I am proficient in operating systems

file handling, and office software, and I possess a good typing speed with accuracy. I am confident in managing records, processing data, and handling day-to-day digital tasks required for the role. I am organized, disciplined, and willing to take on new responsibilities with a learning mindset.

I am particularly drawn to your organization's reputation for technological excellence and supportive work culture, and I believe this role aligns well with my skill set and professional goals.

I kindly request you to consider my application for the post. I would be grateful for an opportunity to attend an interview and discuss how I can contribute to your team. My resume is attached with this letter, so kindly review it. Thank you for your time and consideration.

Yours faithfully,  
Kavyaba H. Rathod