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Date : _____

To

The Principal
Kendriya Vidyalaya IIT
Chennai - 36.

Sub : Requirement of the following items / Services for _____ department.

Sir,

The following items/services are required for _____ department, which may please be arranged / permitted to purchase / procured at the earliest.

No.	Particulars of the items/services required	Quantity	Approx. Cost

Yours faithfully,

Signature : _____

Name : _____

Designation : _____

PERMITTED

PRINCIPAL

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