

**April 13, 2005**

The Registrar  
East West University  
43, Mohakhali C/A,  
Dhaka – 1212

**Subject: For arranging a movie club**

Dear Sir:

With great respect, I would like to inform that, ours university (EWU) is one of the leading universities of the country. But it is a matter of great regret that, we have no movie club or cinema club of our own. In some other leading universities, they have already one. Through this club, we can arrange different competitions or through different programs. This will develop our movie making creativity.

I therefore pray that, you would be so kind to arrange a movie club of our own.

Your Truly

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S. M. Benzir Ahmed  
ID: 0000-0-00-000  
(On behalf of East-West University Student)

**April 20, 2005**

The Registrar  
East West University  
43, Mohakhali C/A,  
Dhaka – 1212

Subject: **For staging a drama.**

Dear Sir,

We would like to inform that, we the students of your university want to stage a drama of Rabindranath Tagore to celebrate his birthday on 25th Boishakh. We would like to stage his famous drama "Rokto Korobi" on May 09, 2005. We will start our rehearsal for the drama if you kindly permit us. It would be very joyful for the student. For your kind information, our Cultural Club has already approved our proposal.

Therefore, we would request you to kindly permit us to stage the drama in our premises and oblige.

Thank you.

Your Truly

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S. M. Benzir Ahmed  
ID: 0000-0-00-000  
(On behalf of East-West University Student)