

From

To
The Commissioner,
Oulgaret Municipality,
Jawahar Nagar,
Puducherry-5.

Sir,

Sub: Application for booking Community hall/Thirumana mandabam
– Submitted – Regarding.

I am to request you to let the _____Community Hall/
Thirumana mandabam of Oulgaret Municipality on _____ (date)
from _____ to _____ (timings) for celebrating _____
function. I further submit that I will pay the fixed rental charges along with
electricity consumption charges, water consumption charges, user charges, taxes
and repair and maintenance charges, if any.

Yours faithfully,

(Applicant's sign)

Place:

Date: