

On the letter head of the Donor

Date: _____.

To,

Hon. Secretary

RVG Educational Foundation

57, Lallubhai Samaldas Marg

Andheri West

Mumbai 400058

Sir,

Sub: **Recommendation for Admission – Donors' Quota**

I/We request you to please grant admission to Mr./Ms. _____ who has applied for his/her admission in Madanlal Rajpuria Vidyarthi Griha / Agrawal Oswal Chhatrawas / Vijay Shrigopal Khetan Girls Hostel (Goregaon) / RVG Girls Hostel (Lokhandwala) of RVG Educational Foundation under my/our donor seat.

I/We have verified that Mr./Ms. _____ is eligible for admission and fulfils the admission criterions. I/We assure that he/she shall pay all of his/her dues well in time and shall abide by the discipline of the hostel. In case, however he/she is found indulged in any act of indiscipline, his/her admission may be cancelled without prior information to me/us.

I/we am/are aware that sometime due to practical problems it may not be possible for you to allot a seat in the desired Hostel, in such a situation you may please for the time being allot him/her a seat in your other Hostel & oblige.

Thanking you,

Yours Truly,

Signature & Seal
(Donor)