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To   
Mr. Ramesh Kacholia  
  Sir,  
With due respect,I beg to state that I am Faruk Mondal, a student of 3rd prof MBBS of Calcutta National Medical College. I am getting your sponsorship through Mukti Foundation from the month of January of this year.  
I need this scholarship to continue my study. I am very much greatful to you for obtaining this sponsorship to me.  
I therefore, pray and hope that you will kindly help me to continue this sponsorship to me.  
       
                             Yours faithfully  
                          Faruk Mondal