To
The secretary
AIDUCATE NOW

Sir,
  with due respect. I am a poor student of class xii. My fathar is a day labaour and his income is less than 48000/-per year. Which is not enough to continue my studies. That times my need you and i applied to you. You response very much. For your kind attention i want to give you many many thanks and also gratitude. I pray to the God for your long life.
         Thanking you.
       Yours faithfully
   shambhu jana