**Requisition Letter for utilizing PSGiTech Transport facility**

**Academic Year (AY) 24 - 25**

From

This is a sample letter

Kindly ***download*** this and ***fill*** the required space.

<https://psgitech.ac.in/transport>

Delete the text in the ***color***

Xxxxxxxxxxxxxxxxx – Name & ID

Xxxxxxxxxxxxxxxxx – Designation

Xxxxxxxxxxxxxxxxx - Department

PSG Institute of Technology and Applied Research

Coimbatore – 641 062

To

The Principal

PSG Institute of Technology and Applied Research

Coimbatore – 641 062

Respected Sir,

**Sub:** Request to avail transport facility regarding

I have joined as \_\_\_\_\_\_\_\_\_\_\_ (***Designation and faculty ID***) in the \_\_\_\_\_\_\_\_\_\_\_ (***Department***) since\_\_\_\_\_\_\_\_ ***(Date of joining)***.

I would like to utilize the college bus transport facility and my boarding place is \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(*Check the Route 1-7 & X1 for boarding place*)** to PSGiTech campus from **d.m.y** ***(Date)***

My registered Transport App Unique ID (UID) is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mention the UID)**

In this regard, I kindly request you to permit me to avail the bus facility and detect the monthly bus fees from my salary.

Thanking You

Place: Coimbatore Yours Sincerely

Date:

(Name)

Transport (i/c)

HoD Principal

(Dr N Saravanakumar)