To,

[Recipient Name]

[Recipient Designation]

Date:

**Subject: Letter to State Education Department to Allocate Funds for School Repairs**

Dear Mr./Mrs.[name of recipient],

I am [sender name], the [designation of sender] of [mention school name] and I am writing this letter to request you to allocate funds for school repairs.

Our town, [mention town name] has only three schools which are not even completely built. I appreciate your initiatives that you have taken for the education system of our state and have built many educational institutions around the whole state. So, I humbly request you to allocate frequent funds for the repair and renovation of our school located at [mention school address] as well as other schools of our town.

I hope you will take this matter into consideration and will take proper action as soon as possible. Thanking you in anticipation.

Best Regards.

Sincerely,

[Sender Name]

[Sender Signature]