

Date:

Respected Chief,  
National Botanical Garden  
Godawari, Lalitpur

**Subject:** Observation visit/study trip to National Botanical Garden

With due respect, a total of ..... participants, including ..... students and ..... teachers from our esteemed Institution (name and address) ..... of an academic level ..... will visit the National Botanical Garden, Godawari, Lalitpur on ..... for an observation visit/study trip. Therefore, I humbly request for your permission and assistance in this regard.

Hope for the cooperation.

Thanking you!

With regards,

Signature: .....

Name: .....

Contact no.: .....