

To,

The Principal  
Innovative Institute of Law  
Knowledge Park-II, Greater Noida

Date: 5-03-2024

Subject:- Cleaning of the washroom and faculty Tap.

Respected Sir,

With due respect I Vipin Saini Student of B.A.LL.B.  
2nd year wants to draw your kind attention towards  
the leaking tap on the 2nd floor gents washroom that  
is causing nuisance to everyone. Kindly look in to  
the matter.

I will be highly obliged.

Thanking you

Vipin Saini

B.A.LL.B. 2nd year

To the Registrar  
Kindly make to Vipin  
Mr. Saini to clear every day the  
washroom and report in the  
to principal office.

PRINCIPAL  
Innovative Institute of Law  
Plot No.-6, Knowledge Park-2  
Greater Noida-201308

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Greater Noida-201308

To

The Principal  
Innovative Institute of Law  
Gr. Noida, U.P.

Sub - AC is required in classrooms - Regarding  
Date - 10-05-2024

Respected Sir,

I want to bring your kind attention to the problem which we are facing due to very hot weather in classrooms. As you know it's very hot weather now-a-days and the students are facing too much difficulty in studying in class rooms.

So I request you to kindly <sup>to</sup> install AC in classes.

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Plot No.-6, Knowledge Park-2  
Greater Noida-201308

Yours Obidiently

Sriyam Kumar

BA - LLB - 3<sup>rd</sup> year



The Admin. In-charge One room  
kindly consider the arrangement  
at ground floor, install AC in the

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Greater Noida-201308

To

The Principal  
Innovative Institute of Law  
G.B. Nagar, U.P.

Respected Sir,

I wish to bring your kind notice that students need sometimes fresh and hygienic food at the lunch time. The food stalls are at the distance and outside of the college.

I request you to kindly make the arrangement of some food for the students in canteen so that students can feel easy and it will be time saving for us.

Thanking you  
Yours sincerely  
Sona

B.A.LL.B. 1<sup>st</sup> year.

Date - 15<sup>th</sup> September 2023.

*[Handwritten signature]*  
The Principal  
Innovative Institute of Law  
Plot No.-6, Knowledge Park-2  
Greater Noida-201308

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Innovative Institute of Law  
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Greater Noida-201308

To,  
The Principal  
Innovative Institute  
of Law  
Greater Noida.

Sub. - Request for not Completion of  
Course before University Exam.

Respected Sir,

This is to inform you, I am  
Sakshi, a student of B.A. LL.B. 2nd  
Year. I am writing to bring to  
your attention that a significant  
portion of the syllabus for the,  
Law Media has not been completed and  
the university exams are fast approaching.

Kindly <sup>to the HOD</sup> <sup>with</sup> <sup>kindly</sup> <sup>matter</sup> <sup>and</sup> <sup>request</sup> <sup>your</sup> <sup>intervention</sup> <sup>in</sup> <sup>the</sup> <sup>remaining</sup> <sup>syllabus</sup>  
report <sup>to</sup> <sup>the</sup> <sup>HOD</sup> <sup>and</sup> <sup>request</sup> <sup>for</sup> <sup>extra</sup> <sup>consideration</sup>  
Thank you for your consideration  
Sincerely,  
Sakshi  
PRINCIPAL  
Innovative Institute of Law  
Plot No.-6, Knowledge Park-2  
Greater Noida-201305  
PRINCIPAL  
Innovative Institute of Law  
Plot No.-6, Knowledge Park-2  
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