

From: The Headteacher
Chipunga Primary School
P. O. Box 87
Chilwina

To: The District Education Manager
P. O. Box 13
Nkhata Bay

Cc: The Primary Education Advisor
P. O. Box 2
Chilwina

Date: 17th February, 2007

APPLICATION FOR THE APPROVAL ON SCHOOL BLOCK AND
TWO TEACHERS HOUSES

I wish to report to you that the chairpersons from Village Development Committee, School Management Committee and Parent and Teacher Association have found a donor who wants to build a school block and two teachers houses at the school.

The donor has said that he wants to build these structures this year, so that, in 2008, should be able to use the classes, hence, the committees are officially requesting you to give an approval letter before 3rd March, 2007, in order for him to start constructing the

structures. He has attached two plans for blocks in which they are asking you to choose the appropriate one and one plan for houses.

I hope you would assist us in this issue, and hearing more from you as it is urgently wanted.

J.C. Ngwira
(J.C. NGWIRA)
Headteacher.

