**Date:**

**To**

**[The Recipient Name]  
[Designation]**

**Re. Use of Projector Tool for the Display of Documentary of D.H. Lawrence to the Students of World Literature**

Dear [NAME],

I am a professor of world literature to the Undergraduate Section-M of Semester-I. In the pursuit of the subject, I am showing my students a few documentaries about world literature and themes of love and complexes. For the display of the documentary, I need a projector tool in my class on [DATE]. On [DATE], at 8 AM, I am showing my students a documentary on D.H. Lawrence and his masterpiece Sons and Lovers.

The available project tool has not been updated, hence does not produce a quality picture. Therefore, I am seeking your permission to get another projector tool from the storehouse of the school. If you gladly allow the use, please refer your order to the storehouse man who is guarding the tools and equipment of the storehouse.

If the projector tool is not available in the storehouse, I request you to get us a projector tool on the urgent demand from the demand list of equipment from general administration. I request you to do it as soon as possible as I have to show the documentary to my students on [DATE] at 8 AM.

I shall be highly obliged to you for this. Please ask away if you have any queries by writing to me at [EMAIL] or calling me at [PHONE]. Thank you in advance.

Regards

[Name]  
[department]  
[school]