

School's Letter Head

Ref No:

Date:

To,
The Rotary Club/ Inner Wheel Club,

Sub : Need for an E-learning Facility in School

Dear Sir/ Madam,

We have come to know that Rotary India Literacy Mission installs E-learning facility in the schools which comprises of a digital projector and software in the local language and as per our State Board curriculum.

At present we do not have any such facility in the school and would be grateful if the facility is installed in our school to enrich the quality of teaching and learning.

We would ensure the following:

- Training is taken by two teachers on the operation of the E-learning facility
- Proper Maintenance of Projector
- Security arrangements for the Equipment
- The school is ready to bear the additional electricity cost of running the e-learning equipment
- Regular usage report
- Facilitation of the visit on behalf of Rotary India Literacy Mission for Monitoring and Evaluation

Kindly let us know in case there is any other documentation requirement.

Regards,

(Name of Authorized Authority)

Designation:

Date:

School Stamp