Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Managing Director

Sindh Education Foundation

Karachi

Subject: **Request for School Adoption – (Name of School)**

Dear Sir,

This is with reference to the Adopt-A-School Policy of the Government whereby (Applicant Name) would like to offer his/her/their services voluntarily for the improvement of the (School Name & SEMIS) situated in (UC, Taluka, City) and would like to formally adopt the said school through the Adopt-a-School Program.

(Applicant Name) is a reputable entity (Annexure-A) working in the (sector name) with profound professional expertise and a passion to work for the improvement of education in Sindh in particular. (Applicant) would aim at whole school improvement with specific focus on qualitative components including provision and professional development of teaching staff, provision of material resources to meet school specific requirements pertinent to amenities and improvement of overall academic ambience of the school for making it a model institution of Sindh Government imparting Free and Quality Education.

We would be more than welcoming to comply to any requirements for the process of school adoption and would be seeking your guidance and facilitation in this regard.

Thanking you,

Sincerely,

(Applicant Name & Signature)

(Date)

Enclosure:

* Annexure- A (Personal / Organizational Profile)