

Samra

PMS 2023

Write an application to the General Manager, Sui Northern Gas Pipeline Limited (SNGPL) about the installation of gas in your colony.

To,

The General Manager,
Sui Northern Gas Pipelines Limited,
168 Colony Rawalpindi.

Subject: Requesting of installation of gas connection in our Colony.

Sir,

I am writing this application to bring your attention towards the absence of sui gas facility ~~installation of gas connection~~ in our colony. The population in our area is rapidly increasing. So their demand of gas supply is also increasing. People who live in our area belong to middle class family. They can not afford Liquefied Petroleum Gas (LPG) or other source of energy which is much costly for them. Gas pipelines will be less expensive for them.

which they can easily afford. Moreover,
the absence of gas connection in
our area has also limited the
essential activities like cooking,
heating and hot water supply.

therefore, ^a so there is need of immediate
action to be taken in this regard.

Your action of installation of
gas pipelines in our colony will
not only provide affordable gas to
people but also make their life
easy.

~~I hope that you will consider
my request.~~

for your kind consideration

Thank you for your attention. We
are looking forward to a positive
response.

Your Sincerely,

X. Y. Z.

Date: 27th August, 2024.

attend to pointed out mistakes
now it is much better than
previous
use very formal expression and
writing style in official applications
rest is fine

Note: Please tell me that my method
of writing application is correct or
not as I am writing for first time.