**REQUEST FOR MEETING APPOINTMENT**

Dear Mr. Khan,
Shaukat Khanam Welfare Trust.

Dear Sir,

Hope you are enjoying good health. I am really grateful from the bottom of my heart for showing your willingness to accommodate Kinnaird’s students for community service work. Regarding the community service volunteerism, I would like to put forward a request; we are having an average number of 800 students this year who have to serve community for 100 hours in summers and we have to allocate them to different welfare organizations including your prestigious organization.

In this regard a tentative plan we made is that this time we will be sending our students in 3 groups and in different time slots. A rough structure of plan is like:

* Each group will consist of maximum 20 students.
* The first group will work from 1st June till 26th June 20XX
* The second group will work from 29th June till 24th July 20XX
* The third group will work from 27th July till 24th August 20XX

Every student will work 5 days a week i.e., Monday to Friday, and 5 hours a day, so that they will be able to complete their community service requirement within 20 working days

Therefore, you are requested to arrange any particular time for the meeting. So that we can get to know about the further plan and can discuss more thoroughly.

If you come up with any better idea, please feel free to suggest. Waiting to hear a positive response from you.

Best Regards,
Community Service Coordinator.
Kinnaird College.