

**VASANTA COLLEGE FOR WOMEN
RAJGHAT FORT, VARANASI**

The Superintendent, KFI Vasant Ashram, Rajghat, Varanasi
/ Canteen In-charge, Vasanta College for Women, Varanasi

Date: _____

Dear Madam,

Kindly supply the following items for _____ to be organized on _____ in the _____ Department/College. The bill may be sent in the name of Principal, Vasanta College for Women, Rajghat Fort, Varanasi.

Date	Refreshments		Lunch		Other	
	Time:	Person:	Time:	Person:	Time:	Person:

Principal

Departmental Head

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