



**REQUEST FOR AVAILING THE SCHOOL TRANSPORT FACILITY**

SAMPLE

To

Date

The Principal  
Small Wonders School  
Phase 7, Mohali

Dear Madam,

I request that my son / daughter wants to avail the school transport facility (pick & drop) from below mentioned address at my own risk and responsibility.

I understand that the school buses are run by the private contractors so I will abide by the agreement between the school and the contractor.

I will pay according to the prescribed rates.

I also understand that these rates are subject to the amendments from time to time.

We have read the rules carefully and will abide by them.

Sincerely,

\_\_\_\_\_  
**Signature of Father / Mother / Guardian**

Name of the child

Class & Section

Address

Phone No.

Route No.

w.e.f.

Cc.

Bus Contractor

Transport Manager

SAMPLE