From

Dr.Shijith Kumar C

Library & Information Officer

All India Institute of Speech & Hearing

Mysore

To

The Medical Superintendent

K.R Hospital

Mysore

Sir,

 Sub: Medical Check up- Late Intimation reg-

 Ref: Your letter No

 With reference to the above, I bring your attention to the fact that I have received the intimation letter referred above, after the stipulated date of medical check-up. Hence I kindly request you to fix another convenient date and inform me in advance.

Yours sincerely

Dr.Shijith Kumar C