

**BVP LAKHISARAI**

**CLASS-11,SUBJECT-ENGLISH**

**DATE-07/10/XX,.....L.P.SINGH**

**“NOTICE WRITING”**

**You are Raghu / Rama,Secretary,Welfare Association,ABC Colony,Nagpur.Write a notice informing the residents that there would be no water supply for three days due to repairs in the main pipe-line.**