To,

Dr. Patrick James  
Scientist  
Organic Chemistry  
Britain

Date (Date on which letter is written)

From,

Smith Gomes  
Student (Institute of Research)  
Britain

Sub: Requesting for an appointment

Dear Mr. James,

Firstly I would like to congratulate you on launching of your new laboratory in New Jersey for research on Organic Compounds. I am also currently studying Bio-Chemistry and you are always an idol for me in this field. Our university is organizing a conference for the students to discuss on a particular organic compound with

detailed functioning of them.

I would be grateful to you if you could give me your precious time and provide me some relevant information on organic compounds. I am confident your information will benefit me a lot in my studies as well as in the conference.

I hope to get a positive response from you.

Thanking you,

Yours sincerely,

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Smith Gomes