

Date: 2081/09/26

To,

The ISBN Officer
TU, Central Library
Kirtipur, Nepal

Subject: Request for Authorization to Handling ISBN Matters

Dear ISBN Officer Sir/Madam,

I am writing to formally request your kind consideration in assigning me, Sunitee Amatya as an authorized representative of Kathalaya Inc. Pvt. Ltd. for the purpose of managing and handling ISBN-related matters on behalf of our organization. Given my role as Chief Executive Officer (C.E.O) and my active involvement in overseeing book production and publication processes, I believe my designation as an authorized person will facilitate smoother and more efficient coordination with your esteemed office.

I assure you that I will adhere to all policies and guidelines associated with ISBN allocation and management. Please let me know if there are any forms or additional documentation required to process this authorization.

Thank you for your attention to this request. I look forward to your positive response.

Best regards,



Sunitee Amatya
C.E.O