VIGNANA BHARATHI INSTITUTE OF

TECHNOLOGY

{%image}

AUSHAPUR, GHATKESAR

R.R. DISTRICT

To

{first\_name} {last\_name},

{designation},

{department},

Vignana Bharathi Institute of Technology, Ghatkesar - 12345

Date: {date}

**Subject:** {subject}

{respects},

We, {group\_name}, with reference to the above subject request you to grant permission for the event {event\_name} being held on {dates} from {time\_Start} to {time\_end}.{letter\_intro}

{letter body}

{letter\_conclusion}

We look forward to your consent and approval.

Thanking you,

Regards,

Team {group\_name}

{signature1\_name} {signature\_field1\_name} {signature\_field1\_name}   
{signature2\_designation} {signature2\_designation} {signature2\_designation}

{#attendanceTrue}

VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY

AUSHAPUR, GHATKESAR,

R.R. DISTRICT

**ATTENDANCE LIST**

{#attendance}

|  |  |
| --- | --- |
| {student} | {rollNo} |

{/attendance}

{/attendanceTrue}