The Dean,

Student Affairs,

The Federal Polytechnic, Mubi.

Sir,

**REQUEST FOR RELEASE OF FUNDS**

We write to seek your approval for the release of twenty thousand naira (N20,000), only to enable us pay the D.J. who will be entertaining the students after the matriculation.

Thanks, in anticipation for a favourable response.

Yours faithfully,

**Muhammad Adamu Garba Fatima A. Abba Annang Nfoniso Uduak**

President Treasurer Financial Secretary

Mrs. Awa Musa Shashi

C/O Shashi S. Musa

Student Affairs Office

Federal Polytechnic Mubi

Sir.

**Letter of Approval**

In respect to your application to rent the SUG restaurant building, I'm directed to inform you that your request has been approved and you are now the authorized occupant of the apartment. You are to pay the sum of #30,000 as rentage. Do ensure to provide a healthy service and cost price regulations to the students. You are free to move in after making the required payment and consenting to terms stated. Thank you.

Yours faithfully,

**Michael O. Mathew**

Secretary General

The Chief Security,

The Federal Polytechnic, Mubi.

Sir,

**LETTER OF INVITATION**

The above-named union write to invite you to her annual **Welcoming and Orientation program** for the Newly Admitted Students which is scheduled to take place as follows:

**Date: Saturday 27th May, 2023.**

**Time: 1pm prompt.**

**Venue: Multipurpose Hall**

We will be very pleased to have you talk to the students on **Issues Pertaining Security.**  We sincerely apologize for the inconvenience this late information might cost.

Thank you in anticipation for a favourable response.

Yours faithfully,

**Michael O. Matthew**

Secretary General

The Chief Medical Director,

The Federal Polytechnic, Mubi.

Sir,

**LETTER OF INVITATION**

The above-named union write to invite you to her annual **Welcoming and Orientation program** for the Newly Admitted Students which is scheduled to take place as follows:

**Date: Saturday 27th May, 2023.**

**Time: 1pm prompt.**

**Venue: Multipurpose Hall**

We will be very pleased to have you talk to the students on **TISHIP Sensitization.**  We sincerely apologize for the inconvenience this late information might cost.

Thank you in anticipation for a favourable response.

Yours faithfully,

**Michael O. Matthew**

Secretary General

The Dean,

School of Communication Technology,

The Federal Polytechnic, Mubi.

Sir,

**LETTER OF INVITATION**

The above-named union write to invite you to her annual **Welcoming and Orientation program** for the Newly Admitted Students which is scheduled to take place as follows:

**Date: Saturday 27th May, 2023.**

**Time: 1pm prompt.**

**Venue: Multipurpose Hall**

We will be very pleased to have you talk to the students on **Examination Policy.**  We sincerely apologize for the inconvenience this late information might cost.

Thank you in anticipation for a favourable response.

Yours faithfully,

**Michael O. Matthew**

Secretary General

The Chief Security,

The Federal Polytechnic, Mubi.

Sir,

**LETTER OF INVITATION**

The above-named union write to invite you to her annual **Welcoming and Orientation program** for the Newly Admitted Students which is scheduled to take place as follows:

**Date: Saturday 27th May, 2023.**

**Time: 1pm prompt.**

**Venue: Multipurpose Hall**

We will be very pleased to have you talk to the students on **Issues Pertaining Indecent Dressing.**  We sincerely apologize for the inconvenience this late information might cost.

Thank you in anticipation for a favourable response.

Yours faithfully,

**Michael O. Matthew**

Secretary General

The Dean,

Student Affairs,

The Federal Polytechnic, Mubi.

Sir,

**REQUEST FOR RELEASE OF FUNDS**

We write to seek your approval for the release of twenty thousand naira (N20,000), only to enable us pay a courtesy visit to the Rector who returned from Hajj.

I solicit for your usual cooperation and understanding

Thank you, in anticipation.

Yours faithfully,

**Muhammad Adamu Garba Fatima A. Abba Annang Nfoniso Uduak**

President Treasurer Financial Secretary