**Fr. Conceicao Rodrigues Institute of Technology**

**{image} // Placeholder for the image**

**To: {inchargeName}, {inchargeBranch}**

**Date: {eventDate}**

**Subject: Request for Permission to Conduct Event**

**Dear Sir/Madam,**

**We are writing to seek permission to conduct an event titled "{eventName}" organized by {clubName} at our institution.**

**The event is scheduled to take place from {startDate} to {endDate}, and its duration is estimated to be {eventDuration}.**

**The event will be supervised by {eventIncharge}.**

**We kindly request your permission to proceed with the event and would appreciate your support in ensuring its success.**

**Thank you.**

**Sincerely,**

**{yourName}**