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25 /09/2025

Warden,
Uva Wellassa University,
Badulla.

Through,
Senior Student Counsellor,
Uva Wellassa University.

Through,
Counsellor,
IEEE Uva Wellassa University Student Branch.

Dear Sir,

**Request for Late Passes for ~~Girls~~ Participating in IEEE Volunteer
Training Session**

I am writing on behalf of the IEEE Uva Wellassa University Student Branch to kindly request your approval for granting late passes to **girls** residing in hostels who will be participating in the IEEE Volunteer Training – Design Session.

This session is scheduled to take place **on Tuesday, October 28th, 2025**, from 5:00 p.m. to 8:00 p.m., at the TLH1 Lecture Hall. So, we request an extension of the hostel arrival time to **8.45 PM** to allow the participants sufficient time to have dinner and return to their hostels comfortably after the session.

We assure you that all necessary precautions will be taken to ensure the safety and well-being of the students throughout the session. A copy of the Vice Chancellor's event approval letter is also attached for your reference.

We would greatly appreciate your consideration in granting late passes for the participating students, we look forward to your favourable response.

Thank you!

Signature of Approval:



Yours Sincerely,
W.D.K. Weerasinghe
Chairperson
IEEE Uva Wellassa University Student Branch