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25/09/2025

Head of the Department,
Department of Computer Science and Informatics,
Uva Wellassa University,
Badulla.

Through:
Prof. K.W.S.N. Kumari,
Counsellor,
IEEE Uva Wellassa University Student Branch.

Dear Sir,

Request to Reserve A1 Smart Lecture Hall for IEEE Volunteer Training Session Series – Design Team Session

I am writing to request the reservation of the A1 Smart Lecture Hall on **Tuesday, October 28th, 2025**, from **5:00 p.m. to 8.30 p.m.** for the IEEE Volunteer Training Session Series – Design Team Session.

The IEEE Volunteer Training Session Series – Design Team Session is organized by the IEEE Uva Wellassa University Student Branch. This initiative aims to equip mainly 100 level and 200 level undergraduates with essential design skills and provide practical experience to support their personal and professional growth.

To facilitate the organization of this event, we kindly seek your permission to utilize the A1 Smart Lecture Hall for the IEEE Volunteer Training Session Series – Design Team Session. A copy of the Vice Chancellor's event approval letter is also attached for your reference.

Thank you very much for considering our request. We look forward to your favourable response.

Thank You!
Signature of Approval:

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