

To,

The Dean

XYZ College

Date - 16.09.19

Sub-Seeking permission for hosting annual cultural festival

Sir,

With due respect and humble submission to state that, I, president of student's body, XYZ College, beg to your kind attention to the fact that we are interested to celebrate our annual cultural festival in our college compound. As you know the annual fest is not just an event it is a get to gather of our alumni's also. Many famous bands come in our college during that time. The students of our own college will perform numerous interesting cultural events for example, singing, dancing, recitation, appearing etc. Therefore, we should do something memorable.

We were informed about the concerns previously which included fund management, Discipline and Behavior issues and Space Constraints.

Keeping in mind of your concerns we have taken the following steps in order to run the event smoothly.

1. We have decided to form a core committee which will consists CR of each class and the respective class teacher.
2. For the fund collection we want to take sponsorship from various companies. We have also urged our alumni's to come forward and contribute. Also Most of us will manage the deposit collecting subscription from each student in our class.
3. For the space required to hold the event, we want to use our play ground as the main place.
4. We also ensure that we won't allow any miss behavior from any of the students during the event. For that we have decided not to allow any one without i-card or invitation card during the event.

We, therefore, pray and hope that you would be kind enough to permit us to celebrate a cultural Function in the college compound and oblige thereby.

Thanking You

Yours faithfully

Arpan Mondal

President, XYZ College