Dear Management,

I am writing to request for your consideration on conducting the cultural fest. I feel it will give the

talented students an opportunity to display their talents. They are all excited for the big day. This

would not only help bring out hidden talents but also give an opportunity to the students to explore

and the college to represents its cultural wealth.

Funds will be managed by a contribution from staff and students of a suitable amount. We can also

ask sponsorship from various firms for the funds so that we can manage the funds for the fest.

We promise to be disciplined in our arrangements and shall not break any rules in the event.

We will have around 2000 people participating in this event and hence we can arrange the fest

within the college campus.

This event will not only benefit the students but also bring pride to our college. Looking forward for your approval for this great event.

Thanks & Regards,

S. Balasubramaniyam