

Date: 3rd May 2025

Place: Hyderabad

To

The Head of Department,
Department of CSE(AIML),
VBIT, Ghatkesar

Subject: Request for Permission to Celebrate Signature Day

Respected Madam,

We, the students of CSM-A (2021–2025 batch), respectfully request your permission to celebrate **Signature Day** on **10th May 2025**, from **12:00 noon to 4:00 PM** on the college premises.

We assure you that we will conduct the event in a disciplined and responsible manner, without causing any disturbance to the regular academic activities or the college environment. We will also ensure that all necessary precautions and guidelines provided by the department are strictly followed.

We kindly request you to grant us permission to organize this celebration and make the event a memorable one for our batch.

Thank you for your consideration.

Yours sincerely,

CSM-A Students (2021–2025 Batch)

VBIT, Ghatkesar