Respected Sir,

I am Tarun Kumar Chintala, Student Body President of our college. This is to inform you about the annual cultural festival and to request your permission to conduct it.

The Management has highlighted some issues regarding budget, discipline and behavioral issues and space constraints but all of these issues can be easily solved if we make better planning.

Students from different departments will volunteer and divide into different batches and share different tasks of conducting the event. Each batch is monitored by a faculty so that there will be no hindrance. Budget can be significantly reduced if we cut unnecessary costs. A special team headed by Micheal Sir will plan and fix the budget. Our college playground will be good enough to host more than 2000 people and it also reduces cost for decorating the auditorium.

Students are eagerly waiting for your positive response and they are willing to uphold the name and fame of our college. This cultural fest will provide an opportunity to showcase various skills of students apart from academics and will enhance students management and leadership skills.

I would like to hear your confirmation in this regard along with the dates for the cultural fest.

Thanks and Regards

Tarun kumar Chintala,

Student Body President,

LBRCE.