

Dulaj Prabasha,
President,
UOC Toastmasters Club.
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19th November 2024

Prof. Nalin de Silva, Head
of the Department,
Department of Chemistry,
Faculty of Science,
University of Colombo.

Dear Madam,

I am Dulaj Prabasha, President of UOC Toastmasters Club, writing to request your permission to book the _____ Hall in the Chemistry Department for our upcoming club meeting.

We wish to conduct our next Educational Meeting on the 23rd November from 9:30 AM to 12:00 PM.

This meeting is an integral part of our ongoing efforts to enhance the speaking and leadership skills of our members.

We assure you that we will adhere to all regulations and guidelines set by the Chemistry Department and will ensure that the hall is left in the same condition as we found it. We kindly request your prompt consideration of this request so that we can proceed with our event planning. Your support is invaluable to the success of our Toastmasters club, and we are grateful for the opportunity to utilize the _____ Hall for our upcoming meeting.

Thank you for your attention to this matter. Please do not hesitate to contact me if you require any further information or clarification. Looking forward to your favorable response.

Warm regards,
Dulaj Prabasha,

President,
UOC Toastmasters Club.