

To  
The Principal  
MGIT  
Hyderabad

Date-28/03/24

**Subject:** Request for sanction of amount for Drum Cymbals hired for NIRVANA'24 without GST Bill - reg.

Respected Sir,

We, the members of Symphony-MGIT (Music Club) request your approval for the sanction of the amount spent on hiring drum cymbals for NIRVANA'24.

Amount spent for Hiring Drum Cymbals: **9000/- (Nine Thousand Rupees Only).**

Unfortunately, we were unable to obtain a GST bill for this transaction due to unforeseen circumstances.

Your understanding and support in this matter are greatly appreciated. We assure you that all necessary documentation and receipts are available for your review.

Yours Sincerely,  
The Symphony  
Music Club of MGIT

Faculty  
Coordinators

Convenor  
Events Committee

Vice-Chairman  
NIRVANA 2024