To Date-28/03/24

The Principal

MGIT

Hyderabad

**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 Convenor Vice-Chairman

Coordinators Events Committee NIRVANA 2024