From

The Faculty Co-ordinators of Music Club

Symphony MGIT

Date: 2nd Jan,2024

To

The Principal

MGIT

Gandipet

**Subject:** Request to approve quotation of the instruments for Music Club MGIT-Reg.

Dear Sir,

We, the faculty co-ordinators of Music Club MGIT, request you to approve quotation for the following instruments mentioned below:

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Name of the Instrument** | **Estimated Cost(Rs.)** |
| 1. | PAISTE Drum Cymbals(along with stands) | 36,000 |
| 2. | FENDER Semi acoustic guitar | 13,500 |
| 3. | NUX B-5RC Wireless Guitar System for All Types of Guitar with Active or Passive Pickup | 14,000 |
|  | **Total:** | **63,500/-** |

Given the above benefits and drawbacks, I kindly request the Hon’ble Secretary & Correspondent to consider approving the purchase of the Instruments worth

**RS.63,500/- (Sixty Three Thousand and Five Hundred).**

We request you to kindly approve the quotations mentioned above as it would greatly contribute to the growth and success of our Instiution.

Yours Sincerely,

Faculty Co-ordinators of Music Club MGIT

1.Dr.M.Nalini Devi -

2.Dr.Satya Sekhar Varma -

3.Chandana -

**Convenor AO VicePrincipal**

**Principal Treasurer Secretary&Correspondent**