

**(A Govt. aided autonomous Institution, Affiliated to Anna University)**

**{{todayDate}}**

From

{{Faculty\_Name}},

Program Officer – NSS,

Thiagarajar College of Engineering,

Madurai – 15.

To

The Principal,

Thiagarajar College of Engineering,

Madurai -15.

Respected Sir,

**Sub: Requesting on-duty for NSS volunteers during {{Event}} on {{Event\_dates}}.**

TCE NSS volunteers assisted {{Event}} on {{Event\_dates}} in {{Event\_place}}.

Hence I kindly request you to provide On-duty for NSS volunteers participating in it.

Thanking you,

DEAN {{designation}} Yours sincerely

NameList of NSS-volunteer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **REG NO** | **NAME** | **DEPARTMENT** | **YEAR** |
| {%tr for student in salesTblRows %} | | | | |
|  | {{ student.reg }} | {{ student.name }} | {{ student.depart }} | {{student.year}} |
| {%tr endfor %} | | | | |