Requisition Letter

20th April 20, 2023

From

The Convener & The Coordinator

Rotaract Club & NSS Unit of SSMIET

SSM Institute of Engineering and Technology

Palani Highway

Dindigul-624002.

To

The Principal

SSM Institute of Engineering and Technology

Palani Highway

Dindigul-624002.

Respected Sir

Sub: Requesting Cots, tables and chairs for the Blood Donation Camp –reg

We (Rotaract Club & NSS Unit of SSMIET) have planned to organize a Blood Donation Camp in association with Rotary Club of Dindigul (Midtown) on 24th April 2023 at Central Library ground floor. In this regard, kindly provide 4 cots; 2 tables and 20 plastic chairs for the camp.

Thanking you

SSMIET

20.04.2023 The Convener/Rotaract Club

The Coordinator/NSS Unit

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From

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SSM Institute of Engineering and Technology

Palani Highway

Dindigul-624002.

To

The Principal

SSM Institute of Engineering and Technology

Palani Highway

Dindigul-624002.

Respected Sir

Sub: Requesting refreshments and lunch for the Blood Donation Camp –reg

We (Rotaract Club & NSS Unit of SSMIET) have planned to organize a Blood Donation Camp in association with Rotary Club of Dindigul (Midtown) on 24th April 2023 at Central Library ground floor. In this regard, kindly provide refreshments and lunch as mention below.

|  |  |  |
| --- | --- | --- |
| Sl.No | Details | Nos |
| 1 | Refreshment (Tea and Vada) | 60 |
| 2 | Lunch | 15 |

Thanking you

SSMIET

20.04.2023 The Convener/Rotaract Club

The Coordinator/NSS Unit