

R.D. Madhushan Prabod,  
Treasurer,  
Organizing Committee,  
Thai Pongal 2025,  
University of Ruhuna.  
06/01/2025

Dean,  
Faculty of Humanities and Social Sciences,  
University of Ruhuna.

Request for Permission to Organize a Fundraising Program.

Dear Sir,

I hope this message finds you well. As part of the preparations for the upcoming Thai Pongal Function 2025, organized by the Faculty of Humanities and Social Sciences, we have planned a fundraising program to support the event.

Our initiative involves printing and selling customized pens, where the proceeds will contribute to the successful organization of this cultural celebration. We believe this program aligns with the values of our faculty, as it promotes cultural awareness and community engagement while encouraging participation from students and staff.

Enclosed with this letter, I have attached: A detailed quotation for the printed pens .

We kindly seek your approval to proceed with this fundraising activity within the university premises. We assure you that all necessary arrangements will be made to ensure the smooth and ethical execution of this initiative, adhering to university guidelines and policies.

Your support and guidance will be invaluable in making this program a success. Please let us know if there are any specific procedures or requirements, we should follow to secure permission.

Thank you very much for considering our request. We look forward to your positive response.

Warm regards,

R.D. Madushan Prabod  
Treasurer,  
Organizing Committee,  
Thai Pongal 2025,  
University of Ruhuna.