

M.K.V. Upeksha
Treasurer,
Organizing Committee
Thai Pongal 2025.
Faculty of Humanities and Social Sciences
University of Ruhuna
05/01/2025

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, the proceeds of which 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 detailed quotations for the printed pens and a tentative budget.

Description	Selling Price (1 PCS)	Quantity	Total (Rs.)
Pen	Rs. 50.00	3000	150000.00
Expected cost for pens			50000.00
Expected profit			100000.00

Ensuring the expected budget by

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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,

M.K.V. Upeksha
Treasurer, Organizing Committee
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