**Task-01:** Write an application to your head of the department for organizing a picnic where you will use BOLD, ITALIC, UNDERLINE, TAB and INDENT operation.

Date:21-01-2025

To

Head of the Department

Department of Sociology

Jatiya Kabi Kazi Nazrul Islam University

Trishal,Mymensingh

**Subject:** *Request for Organizing a Departmental Picnic.*

Sir,

I hope you are doing well. I am writing to kindly request your approval to organize a picnic for our Department. This would be a great opportunity for us to bond with peers and faculty, engage in informal discussions outside the academic environment. We believe this outing would strengthen our sense of community and promote a healthy balance between studies and leisure.

I, therefore, hope that you would be kind enough to consider our request. If approved, we would be happy to assist with arrangements.

Sincerely,

*Mahbubah Hossain*

On behalf of the students of Sociology 3rd Batch

Jatiya Kabi Kazi Nazrul Islam University