

From: Linguistics and Communication Studies Students' Association (LINCSSA),
Osun State University ,
College of Humanities and Culture,
Ikire Campus.
29th April, 2024.

To:
The Sub- Dean Student Affairs,
College of Humanities and Culture,
Ikire Campus.

Through:
The Head of Department
Linguistics and communications studies

Dear Sir/Ma,

A REQUEST FOR THE APPROVAL OF THE HEAD OF DEPARTMENT'S CUP.

The administration of the above department writes to request your approval for the establishment of the HOD Cup, an annual interdepartmental sports competition. This event aims to foster camaraderie, teamwork, and a healthy competitive spirit among the students and staff of our department.

The HOD Cup will provide an opportunity for individuals from different academic disciplines within our department to come together and engage in friendly sports competitions. It will not only promote physical well-being but also enhance social interactions and create a strong sense of community within our department.

We have already formed a dedicated organizing committee consisting of enthusiastic students and staff members who are committed to making this event a success. The committee will handle all the logistics, including scheduling, venue arrangements, and coordination of the various sports activities.

To ensure the smooth running of the event, we kindly request your support and approval. We would greatly appreciate your endorsement of the HOD Cup, as your support will lend credibility and encourage participation from both students and staff.

We have attached a detailed proposal outlining the objectives, structure, and budget for the HOD Cup. We believe that this event will not only be a source of pride for our department but also contribute to the overall development and well-being of our students and staff members.

Thank you for considering our request. We eagerly await your positive response and look forward to working together to make the HOD Cup a memorable and successful event.

Yours sincerely,

Agboola Abdullahi.
SPORT DIRECTOR

Ibikunle Precious Esther
GENERAL SECRETARY

Adebayo Inioluwa Marvellous
PRESIDENT