To

DSA

Punjab engineering College

Chandigarh

**Subject: Seeking permission of terrace for using the telescope during late night hours**

Respected sir,

I’m writing this letter to seek permission to use terrace in front of Physics Lab for operating the telescope at late night hours.

We would like to utilize this space to operate the telescope (Celestron EDGE 14) that requires an open space with an obstructed view of night sky. To operate the telescope for observing night sky, Me and the following team members from Astronomy and Space Physics Society need permission from **start\_date to end\_date** from start\_time to end\_time:

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name** | **SID** | **Timings** |

Sir, please consider extending in time for Female students to 11PM as sun sets and 7PM and it takes almost an Hour for setting up the telescope and due to in-time at 8:30 these students get little or no time for observational purposes. I assure you that all necessary precautions will be taken to ensure the safety measure of students while using the terrace.

secy\_name

**secy\_SID**

**SECRETARY**

**ASTRONOMY AND SPACE PHYSICS SOCIETY(ASPS)**

**AEROSPACE DEPARTMENT**