11 January 2025

The Registrar

State University of Bangladesh

Subject: **Seeking permission and funds to arrange picnic of the Dept. of CSE.**

Dear Sir,

With due respect, we would like to inform you that **SUB Computing Club** is going to arrange a picnic on **12-02-2025** for the students of the Department of CSE. We would like to request for your permission, and we also request a funding of **BDT 1,67,450** deficit amount **(One lac sixty-seven thousand four hundred fifty Taka Only)** from the university to cover the costs.

I, therefore, pray and hope that you would be kind enough to grant us the permission and funding for the Picnic. We would be very grateful for your kind support.

Sincerely yours,

On behalf of the SUB Computing Club

Hasanur Rahman Anik

ID: UG02-59-22-008

President

SUB Computing Club

State University of Bangladesh

Enclosure: Budget for the Picnic.