The Dean

ADDRESS

Date: DATE

Subject: Permission for participating at College\_Name

Respected Sir/Ma’am,

I, SENDER\_NAME the student ambassador, would like to bring to your notice that we propose to go to FEST\_NAME the annual fest of COLLEGE\_NAME . We will be a team of TOTAL\_NUMBER members and will be going from FROM\_DATE to DTAE\_TILL we will be participating in COMPETION\_NAME I request you to kindly grant us permission and attendance for the same.

Yours obediently,

SENDER\_NAME

CLASS

Roll\_Number