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

Address address

app\_date

college\_name college\_name\_fest

snders\_name fname, lname

fest\_name fest\_name

no\_of\_parti no\_parti

from\_date date\_from

till\_date date\_till

compet\_name compet\_name

class senders\_cl

roll\_no rno