

From

Department of Information Technology,  
Chennai Institute of Technology,  
Sarathy Nagar, Kundrathur, Chennai-69

To

The Head of the Department  
\_\_\_\_\_ College

Respected Sir/Madam,

Sub: Requesting "On-Duty" permission for your student to participate in our  
Technical Symposium-TROJANS 23

Hearty Greetings!

\_\_\_\_\_ are participating in our symposium (TROJAN'S-23) event  
\_\_\_\_\_ that will be held in our college. We request you to grant  
"On-Duty" to attend our symposium which will be held on 20.03.2023 at  
Chennai Institute of Technology. Kundrathur, Chennai-69.

Thanking you!

Yours sincerely,



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Chennai Institute of Technology,  
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Kundrathur, Chennai-600 069.