

3) Email to HOD (Permission to Attend Hackathon)

Subject: Request for Permission to Attend Hackathon at IIT Bombay

Res Prof. Goog

I hope you are doing well

I am writing to kindly request your permission to attend a national-level hackathon being organized at IIT Bombay from 15/5/2025 to 22/5/2025. This event is a remarkable opportunity for me to enhance my technical skills, collaborate with peers from across the country, and represent our institution on a prestigious platform.

Participation in this Hackathon will not only broaden my practical exposure but also contribute to my academic & professional development. I assure you that I will make arrangements to catch up on any academic activities I may miss during this period.

I would be grateful if you could grant me permission to attend the event. Thank you very much for considering my request.

Sincerely,

Rahul Rana

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Btech (CSE)