

Request for Permission to Stay in College After Hours for Project Work

[Your Name]

[Your Student ID]

[Your Program/Major]

[Your Contact Information]

[Date]

[Department Head's Name]

[Department Name]

[College/University Name]

[Department Head's Contact Information]

Subject: Request for Permission to Stay in College After Hours for Project Work

Dear [Department Head's Name],

I hope this letter finds you well. I am writing to formally request your permission to stay in the college premises after regular hours to work on a project related to my [Program/Major]. The project requires dedicated time and effort, and I believe this extension will enable me to complete it effectively.

Details of the request are as follows:

1. Date(s) and Time(s) of Proposed Stay:

- Date: [Date(s)]
- Time: [Start Time] to [End Time]

2. Purpose of Stay: [Briefly mention the nature of the project]

I understand the college's operating hours and the importance of maintaining security and order on campus. However, the nature of this project necessitates uninterrupted time for research, analysis, and development, which is challenging to achieve during regular hours.

I assure you that my intention is solely to contribute positively to my academic progress and to the goals of the [Department Name]. I am committed to adhering to the college's policies and guidelines during my extended stay.

If there are any specific procedures, forms, or requirements I need to fulfill to obtain permission for this request, please let me know. I am willing to provide any necessary documentation or follow any prescribed guidelines.

I value the opportunities that [College/University Name] provides for academic growth and practical experience. I appreciate your consideration of my request and assure you that my actions will reflect the values and standards of the college.

Thank you for your attention to this matter. I look forward to your response and guidance.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]