Developer Student Club

The Principal
BVCOE, Paschim Vihar
New Delhi

dd month year

Subject: balh....

Respected Sir,

      We the students of Developer Students Club require a permit to conduct a session on Workshop-name in room Room-No from Start-time to End-time.

Kindly grant us the permission for the same.

We would also require to use the projector.

Kind regards,
sign-off
post