

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 library from Start-time to End-time. Kindly grant us the permission for the same.
We would also require to use projectors and mics.

Kind regards,
sign-off
post