

The Vice Chancellor,
University of Engineering and Technology,
Lahore Pakistan

Subject: Venue Reservation Request for CipherCraft Hackathon

Dear Sir,

I hope this letter finds you well. My name is Muhammad Nouman, and I am writing to request the reservation of a venue within university for our upcoming student-run hackathon, CipherCraft, scheduled for September 20th to 22nd, 2024.

Event Overview:

CipherCraft aims to bring global hackathon standards to life in Pakistan, backed by Major League Hacking! Our mission is clear: empower students in computer science, entrepreneurship, and women's empowerment. At CipherCraft, we're all about giving students a platform to innovate, collaborate, and create practical solutions.

Aims and Goals:

1. Leadership and Management Skills:

- Students will independently organize the event, developing management and leadership skills without faculty assistance.

2. Nurturing Skilled Developers:

- Providing a platform for developers to create and pitch practical solutions, fostering innovation and technical prowess within our community.

Event Agenda:

- Opening Ceremony and Keynote Speeches
- Team Formation and Idea Pitching
- Development Phase with Mentorship
- Final Presentations and Judging
- Awards Ceremony

Sponsors and Scope:

We're currently in talks with a variety of potential sponsors, ranging from tech giants to local businesses and international organizations. These sponsors are eager to provide the resources and rewards needed to

make our event a success. Among them, we're proud to have GitHub, Notion, Vanar, and more on board as sponsors.

Importance of Independence:

To maintain transparency and develop leadership skills, students will manage the event without direct faculty involvement. This approach ensures real-world experience in event management and leadership.

Request for Venue:

We kindly request your approval to host CipherCraft in the Computer Labs and Seminar halls of UET on the proposed dates. This venue is well suited for our participants and planned activities, ensuring an ideal environment for everyone involved.

We assure you that all necessary precautions and protocols will be followed to ensure a smooth and successful event. Your support and approval for the venue will be instrumental in helping us achieve our objectives and making CipherCraft a memorable and impactful experience for all participants.

Thank you for considering our request. We look forward to your positive response and support.

Sincerely,

Muhammad Nouman
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