**CONSENT LETTER FORMAT to be obtained from the Institute Head**

< Institute letter head >

Date: xx/Month/2025

To

The Convener,

Smart Bengal Hackathon-2025

RCC Institute of Information Technology, Kolkata

## Subject: RCCIIT - Smart Bengal Hackathon 2025 – Nomination

**Dear Sir,**

I am pleased to nominate the below members in the said team from our Institute to participate in Smart Bengal Hackathon 2025 at RCC Institute of Information Technology. If the team is selected for the Grand Finale round, they will be allowed to participate physically in the event.

**Team : < Team Name >**

**Team Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Age | Gender | Mobile | Email ID |
| <Mentor> |  |  |  |  |
| < Name of team Leader> |  |  |  |  |
| <Student Member > |  |  |  |  |
| <Student Member > |  |  |  |  |
| <Student Member > |  |  |  |  |

Sincerely yours,

(Name and Signature – Head of the Institute)

Office Seal/Stamp