To,

The University Store

The MBM University,

Ratanada,

Jodhpur, 342011

Subject: issuing an Indent Book for technical fest titled TechKriti

Respected Sir/Ma’am,

We would like to request the University Store to issue an Indent Book for our upcoming technical fest, Techkriti, scheduled to commence from 15th September, 2023, lasting for three days.

We would require an Indent Book to streamline the process and maintain accurate records of all material required for the event. This Indent Book will help ensure transparency and efficient inventory management throughout TechKriti.

Your timely support in providing the Indent Book will greatly contribute towards the grandeur success of TechKriti. We look forward to your cooperation in making the TechKriti a resounding success.

Thanking You