To,

The Dean Students’ Welfare Office,

The MBM University,

Ratanada,

Jodhpur, 342011

20 September 2023,

Subject: requesting for the allotment of The Student Office for “THE TECHNO THAR” Management team’s only access

Respected Sir,

We are writing this letter to formally request the allotment of The Student Office space for the Management Team of upcoming fest being organized by our esteemed institution.

“THE TECHNO THAR” is a prestigious technical event that aims to foster creativity and innovation among youth and provide a platform for students who are keen on showcasing their skillset. The management team will appreciate a dedicated workspace in order to effectively co-ordinate, schedule meets and carry out other significant, fest relevant activities, smoothly and efficiently.

Thank you for considering our request. We are looking forward to your positive response and extended support.

Sincerely,

The Management Team,

THE TECHNO THAR, 2023.