To,

The IT Cell,

The MBM University,

Ratanada,

Jodhpur, 342011

20 September 2023,

Subject: requesting for an official e-mail ID for the “THE TECHNO THAR” fest

Respected Sir,

We are writing this letter to formally request the establishment of an official e-mail ID for the upcoming fest being organized by our esteemed institution.

“THE TECHNO THAR” is a flagship technical event that aims to provide platform for students who are dedicated and diligently working day and night in order to showcase their skills and bring innovative idea and solution to real-time problems. In order to streamline the communication process and ensure organized responses, it is of prime importance that we have an official e-mail ID dedicated to the event.

Thank you for paying heed to our concern. We are looking forward to your positive response and extended support.

Sincerely,

The Management Team.

THE TECHNO THAR, 2023