

To,  
Mr. Rao Sir  
THE BAAP COMPANY

Subject: Permission to Organize a Tournament

Respected Sir,

We, the students of **BCA 2nd Year**, request your kind permission to organize a small tournament for students and employees of our company.

We have planned a tournament in which each team will play **3 matches** as per a fixed schedule. After completion of all league matches, the **top 2 teams** will be selected based on points, and if required, tie-break rules will be applied.

**Note and IMP :**

Saturday: BCA 1st Year, BCA 2nd Year, MCA 1st Year

Sunday: BCA 3rd Year and Employees

**We assure you that:**

Proper discipline and time management will be maintained

There will be no disturbance to regular lectures

All rules and safety measures will be strictly followed

*Hence, we kindly request you to grant us permission to conduct this tournament.*

Thank you.

Yours faithfully,  
**BCA 2nd Year Students**