

"April 1, 2100

Dear Geetanjali,

I am writing to respectfully request permission to conduct the Web Development Student Induction Program in Classroom A-101.

The program, designed to acquaint students with the fundamentals of web development, is scheduled to take place on [specify dates and times]. I would be grateful if you could grant us permission to use Classroom A-101 for this event.

I acknowledge that this may require some adjustments on your part, and I assure you that we will ensure the smooth execution of the program, minimizing any disruptions to the regular academic activities.

Thank you for considering my request.

Sincerely,

Tom Cruise"