

From,  
Varsha Thomas (230701372)  
Computer Science and Engineering  
Rajalakshmi Engineering College, Thandalam

Date: 21.09.2025

To,  
The HOD,AHoD, Mentor  
Department of Computer Science and Engineering,  
Rajalakshmi Engineering College, Thandalam.

Subject: Request for On Duty Permission for Tata Innovent Stage 2 Preparation

Respected Sir/Madam,

We kindly request you to grant On Duty (OD) permission to the undersigned students for Tata Innovent Stage 2 preparation on **22nd, 23rd, and 24th September 2025**.

Students:

Varsha Thomas (230701372)

Tanisha C A (230701390)

Valluru Varshini (230701369)

Mymoon Beevi B (230701201)

Raghavan S (230701520)

Kindly consider our request and grant us permission.

Thanking you,

Yours sincerely,

Varsha Thomas (230701372)