

Dated: {CURRENT\_DATE}

From

PRINCIPAL,

SITAMS COLLEGE

Subject: Update on College Facilities – {FACILITY}

Respected members,

We are happy to inform you that our college has recently upgraded its {FACILITY} to enhance the learning and campus experience. The updated facility now includes [briefly mention the update, e.g., new systems, extended seating, modern equipment, etc.] for the benefit of students and staff. This improvement aims to provide better support for academic and co-curricular activities. Students are encouraged to make full use of the upgraded facility.

Copy to the Individual PRINCIPAL

Copy to DEAN of ACADEMICS

Copy to R&D

Copy to HOD