Head of Department

Department of Information Technology

SGSITS, Indore

«Application Date»

Subject: Permission for #include session.

Respected Sir

We at #include are planning a session for «Audience». The session will be based on «Topic».

We would like to seek your permission to allow us to conduct session on following date, time and venue.

Date: «Date»

Time: «Time»

Venue: «Venue»

Kindly grant us permission for above mentioned session.

Thank You

Team #include