

To

The Head of Department,
Department of Education,
Hazara University, Mansehra

Subject: Request for Approval to Use University Auditorium on 31st May and 1st June (Saturday & Sunday)

Respected Sir,

I hope this message finds you well.

On behalf of the **Society of Technologies (SOT)** and the **Department of Computer Science & IT**, Hazara University, I respectfully request your approval to utilize the **University Auditorium** on **Saturday, 31st May, and Sunday, 1st June 2025** for our national-level event, **Hazara Robotec (HRT 2025)**.

This two-day event will include robotics competitions, tech exhibitions, and various co-curricular activities, involving participants from universities and schools across Pakistan. The auditorium will be used for the **opening and closing ceremonies and keynote sessions**.

We assure you that all university protocols and guidelines will be followed strictly, and the space will be used responsibly under faculty supervision.

We kindly seek your permission and support to proceed with the arrangements. Your approval will play a crucial role in the successful execution of this educational and technological initiative.

Thank you for your consideration.

Sincerely,
Abdul Qadeer

President, Society of Technologies (SOT)
Department of CS & IT
Hazara University