

To: Finance Leader, Hazara Robo Tech
From: Design Team, Hazara Robo Tech
Subject: Request for Budget Allocation for Design Assets
Date: 26/05/2025

Dear Finance Team,

We, the Design Team of **Hazara Robo Tech**, are currently working on the visual materials required for promoting and organizing the event. As all members are contributing voluntarily, we would like to request a **budget allocation** to cover essential **digital assets** used in event branding and content creation.

Below is the detailed breakdown of the required resources:

Itemized Digital Design Expenses

| Item Description | Purpose | Estimated Cost (PKR) |
|---------------------------------------|---|----------------------|
| Banner Template (Premium License) | For high-resolution event banner design | 1,500 |
| Adobe InDesign Subscription (1 Month) | For professional layout and print-ready documents | 2,000 |
| Canva Pro / Graphics Pack (1 Month) | For posters, social media posts, and promotional assets | 1,800 |

Total Amount Requested: PKR 5,300

We assure that the resources will strictly be used for **event-related design work**, including banners, posters, rulebooks, and social media campaigns. All invoices or proof of purchase can be submitted upon request.

We appreciate your support in helping us deliver a professional and visually impactful event.

Warm regards,
Design Team Lead
Hazara Robo Tech