

**ON DUTY**

**From**

Team **T.A.L.O.S.** ,

Department of Artificial Intelligence and Data Science,

Chennai Institute of Technology, Sarathy Nagar,

Kundrathur, Chennai-69

**To**

Head of the department, “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” college,

India.

**Respected Sir/Mam,**

**Subject**: Requesting "On-Duty" to participate in our Symposium (T.A.L.O.S 3.0) -reg.

Your valuable students\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

are participating in \_\_\_\_\_\_\_\_\_\_\_\_\_ conducted by our department symposium (T.A.L.O.S 3.0) that will be held at Chennai Institute of Technology on 26th of September 2023. We request you to grant "On-Duty" for the same. We hope you consider our request and grant the same.

Thank you

Yours truly,

Team T.A.L.O.S