2nd February, 2019

To,

The Event Manager,

Asian College of Higher Studies,

Dhobidhara, Kathmandu.

**Subject: Management of venue and Wi-Fi connection for Workshop.**

Respected Sir,

We’ve not been able to conduct many programs in 2018, by ACHS IT Club due to certain problems. But this year we’ve come with the new plans and agenda to conduct the various events and workshop. We’ve opened membership form for the first semester students so that the club will get reformed with enthusiastic members. This will let the students to explore more on IT fields besides the curriculum and will be the platform to showcase their talent.

So, with the motto of giving the basic concepts of Git and version control system we want to conduct the **Workshop on Git and GitHub**. Version control has become important part of developer’s life. I personally have felt a great importance of this version control system while doing the college projects collaborating with my friends. I want to request you to provide the hall and the good Wi-Fi connection on coming Saturday. The planned details of the event is as follows:

Workshop Title: Version Control with Git and GitHub

Time: 10:00 AM – 1 PM

Day: coming Saturday if possible

Mentor: Binod Jung Bogati (GitHub Campus Ambassador)

Students count: 30 (preferably 1st and 3rd Semester)

Materials required:

1. Hall with charging plot
2. Good bandwidth Wi-Fi enough to be used by 30 + students
3. Water and lunch (If possible)

I’m waiting for your quick response as there mightn’t be feasible time from next week as the board exam of semester is approaching very soon.

**Yours,**

**Aadarsha Raj Acharya …………...………………….**

**ACHS IT Club Signature of Approval**