To,

Principal Government Polytechnic Jalgaon,

Government Polytechnic Jalgaon,

Jalgaon, Maharashtra, 425001

Subject: To fulfill our requirement for college website.

Respected sir,

We are Student of 3rd year, Information Technology developing a interactive website for our institute as a capstone project. For developing website we need to click pictures of our institute area campus. For high quality photos we decided to appoint a cameraman who click and edit pictures with high resolution. Also, for appointing a camera person we need fund for paying him.

So, we gallant request you to give us permission for appoint a photographer and gives us fund for managing photographer

Yours truly,

Aditya Sharma

Prathamesh Sangale

Kush Fule

Nikunj Ranga

Project Guide Head of Department Principal

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