O.W.T.Y.Jayathilake,

UWU/IIT/16/023,

Department of Computer Science and Technology,

Uva wellassa university,

Passara road,

Badulla.

26.11.2018.

Dr. Saranga Premathilaka ,

Head of Department,

Department of Computer Science and Technology,

Uva Wellassa University,

Passara road,

Badulla.

Dear Madam,

Requesting keyboards and mouses for marketing day 2018.

I’m UWU/IIT/16/023 O.W.T.Y.Jayathilake; we are having our marketing day on 29th November 2018. We planned to do a Game Zone. Therefor we need 15 keyboards and 15 mouses for that event. So madam please be kind enough to give permission for our request to make our event successful.

Thank you,

Your faithfully.

Student.

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