



12th August 2024.

Prof. Lasantha Manawadu,
The Dean,
Faculty of Arts,
University of Colombo.

Through:
Dr Shamila Dawood
Senior Treasurer,
Muslim Majlis
University of Colombo

Dear Sir,

Request for New Arts Theatre Reservation for Award Ceremony and AGM-2024

I am writing on behalf of the Muslim Majlis to request permission to use the New Arts Theatre Hall for our Award Ceremony and Annual General Meeting (AGM) on August 31st, 2024, from 8:00 a.m. to 6:00 p.m.

This event aims to recognize our members' support throughout the year, honor our external supporters, and hold our AGM. We expect students from all faculties and some external guests to attend. The New Arts Theatre Hall is perfect for this occasion due to its size and accessibility.

We kindly ask for your approval to use the hall on this date. Your support will be crucial for the success of our event.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

Halid Kamal
President
Muslim Majlis
University of Colombo

Hana Naroos
Secretary
Muslim Majlis
University of Colombo