

Date: December 18, 2024

To,

The Chairman,

Department of Computer Science & Engineering,

Port City International University,

7-14 Nikunja Housing Society, South Khulshi, Chattogram.

Subject: Request for Room Allotment for "PCC Speed Typing Contest"

Respected Madam,

On behalf of the PCIU Computer Club, I sincerely request your permission to use Room 202 (Lab) in Building D for the final round of the "*PCC Speed Typing Contest*". We are pleased to inform you that, the preliminary round of the contest was successfully conducted online on December 16, 2024. We now plan to hold the final round as an on-campus event today, December 18, 2024, from 1:00 PM to 2:00 PM. For this, we require a computer lab with fully functional systems to ensure the smooth execution of the contest.

We kindly seek your approval to use the mentioned room for this purpose. Your support will be highly appreciated.

Sincerely,

MD. Naimul Islam Shanto

Event Editor

PCIU Computer Club

Date: December , 2024

To,

The Chairman,

Department of Computer Science & Engineering,

Port City International University,

7-14 Nikunja Housing Society, South Khulshi, Chattogram.

Subject: Request for Room Allotment for "Monthly Programming Contest"

Respected Madam,

On behalf of the PCIU Computer Club, I humbly request your permission to use Room 202 (Lab) in Building D for the final round of the "Monthly Programming Contest" scheduled for December 23, 2024. The contest will run for 3 hours, and we require a lab equipped with properly functioning computers to ensure the smooth conduct of the program.

We would be grateful for your approval to use the mentioned room and ensure the successful completion of the event.

Sincerely,

MD. Naimul Islam Shanto

Event Editor

PCIU Computer Club