



To

The Director
CMR Institute of Technology, Hyderabad
Medchal Road, Hyderabad

Date :

Subject: Request for Permission to Book Central Auditorium for TEDxCMRITHyderabad on 12/04/2025

Respected Sir/Madam,

I am writing to formally request permission to book the Central Auditorium at CMR Institute of Technology, Hyderabad, for the TEDxCMRITHyderabad event, scheduled for April 12, 2025.

TEDxCMRITHyderabad is an independently organized TEDx event that aims to bring together thought leaders, innovators, and changemakers from various fields. The event will feature inspiring talks that aim to educate, empower, and encourage positive change. The audience will consist of students from the B.Tech (CSE, CSM, ECE, and CSD), M.Tech, MBA programs, as well as faculty members and software professionals.

We believe this event will be a valuable experience for participants, contributing to their growth. The Central Auditorium, with its infrastructure and technical facilities, is ideal for hosting this event. We kindly request booking the auditorium for the entire day, including setup, rehearsals, and the main event, and assure you that we will follow all guidelines and maintain discipline throughout.

We would appreciate your approval for the booking and any further instructions or formalities required to complete the process. Your support is crucial in making TEDxCMRITHyderabad a successful event.

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

Sincerely,

Md. Farooq
Organizer, TEDxCMRITHyderabad
CMR Institute of Technology, Hyderabad