

To
The Principal
DAV Public School
Bakhri, Muzaffarpur, Bihar

Subject: Request for Approval of Hackathon, Permission for Bus Allowance & Invitation of Chief Guests

Respected Sir,

With due respect, I, Navi Raj, Class 12 (Science), would like to humbly request your kind approval for conducting a Hackathon in our school's ATL Lab on 27th September 2025, under the guidance of Hack Club.

The hackathon is planned to begin immediately after the morning prayer (from 1st period, around 8:00 AM) and will continue till 7:00 PM. We expect approximately 250 students (60+ teams) to participate. Our ATL Lab has sufficient capacity to accommodate them. To ensure smooth participation, we kindly request your permission for students to bring their own laptops.

In addition, we seek your kind approval for:

1. Bus Allowance: As the event will extend into the evening, providing transportation support for participants will ensure safety and encourage higher participation.

2. Chief Guests Invitation: We are honored to propose Shri Subrat Kumar Sen, I.A.S., District Magistrate, Muzaffarpur, as our Chief Guest, and also invite a Principal from another DAV School as a Special Guest for the hackathon's Inauguration or Closing Ceremony. Their esteemed presence will greatly inspire students and enhance the event's prestige across DAV institutions.

We assure you that the event will be conducted in an orderly and disciplined manner with proper guidance from volunteers and teachers.

We sincerely request your kind approval and support for the success of this hackathon.

Thanking you,

Yours obediently,
Navi Raj
Class 12, Science