

Seminar proposal: CS management

Subject: Permission to Invite Speaker to COMSATS University Islamabad, Attock Campus

Respected HOD, (CS Department)

I hope this letter finds you well. I am writing to seek your permission to invite a distinguished speaker to our university to address our students, faculty, and staff on behalf of CS Management, in collaboration with COMSATS Arts Society. The speaker's expertise and insights align closely with our institution's mission and would significantly contribute to the intellectual growth and development of our university community.

Speaker's Name: Tauha Ibn Jalil

Speaker's Occupation: Motivational Speaker

Speaker's Organization: Youth Club

Proposed Topic: Motivational speech

Event Date:

Event Venue:

Duration: 1.5 hours

Tauha Ibn Jalil is widely recognized as a thought leader and expert in their field. Their contributions in guiding and motivating the youth has made a significant impact on their lives. By inviting 'Tauha Ibn Jalil' to our university, we aim to provide our students with the opportunity to learn directly from their expertise, gain inspiration, and broaden their understanding of life.

Besides, we want to get 100 PKR per person as registration fee. Kindly allow us to set registration desk for this purpose.

Requirements:

- To ensure a seamless experience for 'Tauha Ibn Jalil' and for students, we need technical support from IT team.
- Souvenir for speaker as a token of appreciation.

Conclusion:

We kindly request your permission to proceed with inviting ‘Tauha Ibn Jalil’ to our university. His presence will significantly enhance the academic and intellectual atmosphere of our institution and inspire our students to excel in their educational and life journey.

We assure you that we will adhere to the university's policies and guidelines regarding guest speakers and will provide updates and detailed reports of the event's planning and execution as required.

Thank you for considering our request. We truly appreciate your support in fostering an environment of intellectual growth and exploration at our university. We eagerly await your favorable response to proceed with the invitation process.

Sincerely,

CS Management Team

Ms. Sadia Ejaz

Advisor, CS Management

Dr. Faisal Shehzad

In-charge ECA

Dr. Khalid Iqbal

HOD-CS