

To,
Sri Barathi Mohan,

Date: 02-02-2026,
Chennai.

Department of AIE,
Amrita Vishwa Vidyapeetham,
Chennai Campus.

Subject: Request for permission to attend a workshop (at IIT Madras).

Respected Sir,

I am writing this letter to request permission for my daughter, Sarampati Hema Harshini, 1st year B. Tech (AIE) student, to attend a workshop at IIT Madras from February 6, 2026, to February 8, 2026.

I kindly request you to grant her permission for this. I assure you that she will complete all the academic work missed during this period.

Thank you for your consideration.

Sincerely,



Sarampati Someswar Rao
+91-7978632416