

To,
Principal,
KLS Gogte Institute of Technology,
Belagavi

Date: 3/10/2023

From,
Faculty Incharge, IT Cell,
KLS Gogte Institute of Technology,
Belagavi

Sub : Regarding the requisition for departmental seal for IT Cell department.

Respected Sir,

As the department of IT Cell is newly formed in KLS GIT, we would like to have a seal for the IT Cell department for official communication purposes. The content of the seal is as follows:

**“Faculty In charge -
Department of IT Cell
KLS Gogte Institute of Technology,
Belagavi ”**

So kindly permit us to get the seal prepared from the college vendor.

Thanks in advance.

Yours Faithfully.