­­­<To be printed on the institute/department letterhead>

To

The Program Manager

Virtual Labs Outreach Team

IIIT-Hyderabad

Sir/Madam

We are grateful to you for organizing a <one/two day> workshop on VIRTUAL LABS at our College. The workshop was informative and encouraging. We received a very good response from the faculty and students who attended the workshop. We appreciate your effort and interest in motivating participants to use Virtual Labs and contribute to the development of various experiments/labs.

<Pls add any suggestions and feedback>

The total number of participants who attended the workshop on <Date> is XX Students and XX Faculty.

Thanking You,

Yours Sincerely,

Head of Department

(Name, Date, Stamp)