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**To,**

The Principal,  
Vishweshwarraya Institute of Engineering and Technology,  
Almala.

**Subject:** Permission to Organize Freshers' Party for FY Students

**Respected Sir,**

We, the students of **CO3K**, would like to seek your kind permission to organize a **Freshers' Party** for the First Year (FY) students. The purpose of this event is to welcome the new students, encourage interaction, and help them adapt to the college environment in a friendly manner.

We are planning to hold this event on **Saturday, 13th September 2025**, within the college premises. The program will include cultural performances, fun activities, and an introduction session, ensuring a warm and memorable welcome for the newcomers.

We assure you that the event will be conducted in a disciplined manner under the guidance of our faculty members, without disturbing the academic schedule.

We kindly request you to grant us permission to organize this Freshers' Party.

**Thanking you,**

Yours faithfully,  
Students of CO3K

Signature

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