Date: 2023/11/23

To

The Head of Department

[School/College Name]

[School/College Address]

Subject: Invitation for IT Meet 2023

Dear HOD,

I hope this letter finds you in good health. On behalf of the IT Meet 2023 team, I am delighted to extend a warm invitation to [School/college] to join us at IT Meet 2023, scheduled to take place on the 3rd and 4th of December at Kathmandu University, Dhulikhel.

Over the years, IT Meet has consistently been a flagship event, standing out for its role in fostering collaboration and innovation among participants from all over Nepal. This year is no exception, promising an engaging platform for students to delve into the latest trends and developments in the dynamic tech industry.

**Event Details:**

* **Date:** 3rd and 4th December
* **Venue:** Kathmandu University

**Why Attend IT Meet 2023?**

* **Insightful Sessions:** Renowned industry experts will deliver insightful talks on emerging technologies, providing a comprehensive overview of the tech landscape.
* **Networking Opportunities:** Connect with professionals, fellow students, and faculty members to build meaningful relationships and exchange ideas.
* **Tech Exhibitions:** Explore cutting-edge technologies through hands-on demonstrations and interactive exhibits.

Students from your esteemed institute are sure to have a great time filled with networking , collaboration and innovation. Therefore,we look forward to welcoming your students to IT MEET 2023 and creating a shared space for knowledge exchange and collaboration.

For any inquiries or additional information, please feel free to reach out to us at [itmeet@ku.edu.np](mailto:itmeet@ku.edu.np).

Best Regards,

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Dr. Bal Krishna Bal

Head of Department

Department of Computer Science and Engineering

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