VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY,

AUSHAPUR, GHATKESAR,

R.R. DISTRICT.

To,

The Principal,

Vignana Bharathi Institute of Technology

Aushapur, Ghatkesar

**Date**: {date}

**Subject:** {subject}

{respects},

We, the Team {team\_name}, with reference to the above subject request you to permit us to {reason} our event {event\_name} in the {hall\_name} on {fromdate} - {todate} from {start\_hour}:{start\_min} {start\_meridian} to {end\_hour}:{end\_min} {end\_meridian}.

{letter\_body}.

We look forward to your consent and approval.

Thanking you in anticipation.

Regards,

Team {team\_name}