

05.11.2019

To :

Director,

Career Guidance unit,

University of Kelaniya.

Through:

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Dr.N.P.W.B.V.K Senanayake

Senior treasurer

AIESEC in University of Kelaniya

Dear Sir,

**Request to reserve the sound system**

AIESEC in University of Kelaniya has planned to conduct the local committee meeting on 5th of November 2019 at Science faculty(A7 301)

We kindly request the permission to get the sound system on above mentioned date from 4 p.m. to 6.00 p.m. to conduct the event. We ensure that we will take the responsibility for the property from that time onwards till we handover it back to you

I highly appreciate your kind consideration on this request.

Thank You.

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Pabasara Herath,

Local Committee Vice President -People Management

Colombo North local Committee,

AIESEC in university of Kelaniya.