

**Date: 08.10.2025**

**Place: Ongur, Tindivanam**

**To**  
The Technical Support,  
Takshashila University,  
Tindivanam,Villupuram District,

Tamil Nadu.

**Through**  
The Dean,  
Faculty of Sciences,

Takshashila University,  
Tindivanam, Villupuram District,

Tamil Nadu.

**Subject:** Request for Provision of two Printer Toners for the Internal Exam Cell.

Respected Sir/Madam,

I am R.Bharathidasan Asssistant Professor working in the School of Computer Science. I would like to bring to your kind attention that our department is in need of a **printer-toners** to carry out essential academic and administrative tasks such as printing of exam schedules, exam duty schedules, sheeting plan, question papers, exam marks, and official correspondence.

Currently, we are facing difficulties in printing important materials due to the unavailability of a dedicated printer in our department. The provision of a printer will greatly enhance our work efficiency and help in maintaining smooth academic and administrative functioning.

Hence, I kindly request you to **approve and arrange for two printer-tones** to be provided to our department at the earliest convenience.

Thanking you.

Yours faithfully,  
**Mr. Bharathidasan.R, AP/CS,**  
Exam Cell Co-ordinator,  
Faculty of Sciences,  
Takshashila University.