

From,  
Quotient Quiz Club,  
PES University,  
Bengaluru

To,  
Dr.V.Krishna,  
Dean of Student Affairs,  
PES University,  
Bengaluru

12th September, 2023

Sir,  
Subject - Request for reimbursement for Teacher's Day Event prizes

This letter is in reference to the Teacher's Day Event conducted by QQC, WEAL, Aikya and CSR on 5th September, 2023. We request you to approve the reimbursements for the prizes given in the event. The expenditure breakdown has been mentioned below:

Sl. No	Item	Number	Place of purchase	Price	Total amount
1	Dairy Milk Silk	6	Swiggy Instamart	384	654
2	Dairy Milk Silk	2	SLV Condiments	180	
3	Dairy Milk Silk	1	SLV Condiments	90	

The bills for the aforementioned expenses and the event report have been attached along with this letter. We request you to kindly approve the request for the same.

Yours faithfully,

Pranav K Madhyastha  
Club Head, QQC  
PES1UG21EC190