Quotient Quiz Club (QQC)

PES University

<Date>

Chairperson

Department of <Insert>

PES University

Subject: Request for Usage of <Insert> Floor Seminar Hall on < Date > <Time>

Respected Ma’am,

I am writing on behalf of Quotient Quiz Club to request permission to use the <Insert> Floor Seminar Hall on <Date> for our upcoming event- <Event Name> from <Time>. We have booked the seminar hall on Qudify and have attached all the necessary permission letters. We would like to request to use the seminar hall along microphone, projector, and the AC facilities. We would like to assure you that we will use the seminar hall responsibly and with the utmost care. We want to emphasize our commitment to maintaining items like the microphones, projectors, speakers, seats, and screen in their original condition.

We would like to state that we will switch off all the Air Conditioners and lights after the event is finished. Further, we will hand over the keys to the security after the event ensuring that the seminar hall is not littered. We would like to express our gratitude for granting us the opportunity to use the seminar hall for our event.

Sincerely,

<Name>

Club Head

Quotient Quiz Club