From,

Quotient Quiz Club,

PES University,

Bengaluru

Through,

Dr.V.Krishna,

Dean of Student Affairs,

PES University,

Bengaluru

To,

The Vice Chancellor,

PES University,

Bengaluru

<Date>

Sir,

Subject - Request for reimbursement for <Event name> quiz

This letter is in reference to the <Event name> conducted by the Quotient Quiz Club on <Date of Event>. We request you to approve the reimbursement of prize money to the winners.

Contents of Attachments

| Sl.no | Particulars |
| --- | --- |
| 1 | Prize Winner Details |
| 2 | Event Approval Letter |
| 3 | Event Proposal Letter |
| 4 | Post-Event Report |

We request you to kindly approve the request for the same.

Yours faithfully,

<Club Head Name>

Club Head,QQC

<SRN>