



Date : 24 / 02 / 2025

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To
The Chairman
Department of Computer Science and Engineering
Premier University, Chittagong

Subject: Request for a Safe Drawer/Cabinet for the “IoT and Embedded System Innovators” Wing’s equipment.

Sir,

With due respect, we, the members of the “IoT and Embedded System Innovators” wing, would like to kindly request the provision of a safe drawer or cabinet to securely store our equipment and resources. Considering the importance and value of the equipment used for our research and project activities, a secure storage solution is essential.

We would like to request that the drawer or cabinet be placed in the section office due to its availability and the enhanced security it offers. Storing the equipment in the section office would provide us with easier and more organized access while minimizing the risk of any loss or damage.

In case of unavailability in the section office, storing our equipment in the laboratory would require frequent access to the lab, which could potentially disturb ongoing classes and academic activities. Therefore, we believe the section office would be the most suitable location.

We kindly seek your support in this matter and would greatly appreciate your consideration of our request. Thank you for your time and understanding.

Yours sincerely,

Dhruba Dey
2103910202149
President
Premier University Computer Club
Department of Computer Science and Engineering
Premier University, Chittagong



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To
The Chairman
Department of Computer Science and Engineering
Premier University, Chittagong

Subject: Permission Request for Orientation Program of Premier University Computer Club

Sir,

With due respect, we would like to seek permission to organize an orientation program for the members of the Premier University Computer Club. The program is scheduled to be held in the **Central Auditorium at the WASA Campus (Academic Building No. 2)** of Premier University **from 8:30 AM to 1:00 PM on 24 february 2025 (Thursday)**.

The event aims to introduce new members to the club's objectives, activities, and opportunities while fostering interaction between students, faculty, and distinguished guests.

We will invited all faculty members of the Department of CSE, esteemed alumni, a guest speaker, and executives from other clubs of Premier University to attend the event.

We assure you that all necessary arrangements will be made to ensure a smooth and well-organized program. Your approval and support would be greatly appreciated.

Looking forward to your kind consideration.

Sincerely,

Dhruba Dey
2103910202149

President
Premier University Computer Club
Department of Computer Science and Engineering
Premier University, Chittagong