

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

Date:

**Subject: Request for Permission to Conduct Preparation Competitions and for Allocation of Lab Facilities**

Respected Sir,

With due respect, we, the organizers of Tech Challenge, kindly request your permission to conduct a series of three technical competitions under the Premier University Computer Club and the Department of Computer Science and Engineering. The event is designed to help students prepare, practice and improve their skills in competitive programming, software engineering, and AI/ML, providing them with a strong platform to enhance and showcase their technical abilities.

This initiative is also intended to support students in **practicing and preparing for the upcoming ICPC 2025 – Dhaka Regional Contest**, as well as to help them **prepare for various inter-university hackathons** in the near future.

We propose to organize the following competitions:

1. Competitive Programming Contest – Duration: 5 hours
2. Software Engineering Hackathon – Duration: 8 hours
3. AI/ML Online Hackathon – Duration: 24 hours (Online)

To successfully conduct these events, we kindly request the allocation of the following facilities on 14th and 15th December, from 08:30 AM to 06:00 PM - CL-1 Lab, CL-2 Lab, CL-3 Lab, CL-4 Lab, 4th Floor Open Space (for coordination, team discussions, and hackathon-related activities)

These facilities are essential to ensure a smooth environment where participants can effectively **practice, collaborate, and prepare for the upcoming competitions**.

We assure you that all departmental rules and regulations will be strictly followed, and that the labs and open spaces will be maintained responsibly throughout the event. Proper supervision, discipline, and timely completion of activities will be ensured by the organizing team.

We kindly request your approval to proceed with the necessary arrangements for the successful conduct of Tech Challenge. Thank you for your time and consideration.

Yours sincerely,

Rayanul Kader Chowdhury Abid  
President  
Premier University Computer Club