

Date: 22/12/2024

To

The Chairman

Department of Computer Science and Engineering

Premier University Chittagong.

Subject: Application for Permission to Place a Booth for Computer Club Recruitment

Sir,

I am writing to seek your kind permission to set up a booth in the department premises for recruiting new members to the Premier University Computer Club. The purpose of this initiative is to encourage students to join the club, providing them with opportunities to enhance their technical skills, participate in collaborative projects, and engage in extracurricular activities.

The proposed booth will:

1. Share information about the Computer Club's mission, activities, and benefits.
2. Facilitate on-spot membership registration.
3. Address any queries from interested students.

We propose to set up the booth on 23rd and 24th December at Ground floor during 09:00 AM to 03:30 PM. We assure you that the setup will be managed professionally and will not disrupt regular academic activities.

Your approval for this initiative would greatly support our efforts to expand the club and benefit more students.

Thank you for considering this request.

Yours sincerely,

Rayanul Kader Chowdhury Abid

2104010202162

7th Semester A Section

Premier University Computer Club