

Request Letter

February 5, 2019

To whom it may concern,

We, the would like to request for your approval for out event entitled "" which we are planning to conduct on at .

Event Name
[Event Name]
Organizer
[Name]
Description
[Description]
Objective
[Objective]
Proposed Budget
[Amount]
Location
[Location]
Target Date
[Date]
Thrust
[Thrust]
Proposed Budget
[Amount]
Approved On
[Date]

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Many Thanks and God Bless.

Sincerely yours,

[Name]
Outreach Coordinator

[Name]
Department Head

[Name]
Dean