

**To**

The Dean Student Welfare  
KIET Group of Institutions

**Subject:** Request for Permission to Stay Back in TBI from 9 AM to 8 PM from 23rd November 2024 till 31st December 2024

**Respected Sir**

I hope this message finds you well. I am writing to seek your permission to work in the Technology Business Incubator (TBI) at KIET from 9:00 AM to 8:00 PM starting from November 23, 2024, until December 31, 2024.

The Entrepreneurship Cell (E-Cell) at KIET is currently engaged in multiple projects, including the **NEC IIT Bombay** initiative. Our team is dedicated to fostering innovation and entrepreneurship among students and young professionals. Working from TBI KIET during this period will significantly enhance our collaboration and project execution capabilities.

We kindly request your approval for this arrangement and are willing to discuss any conditions or requirements you may have regarding this request. Thank you for considering our application. We look forward to your positive response.

**Yours sincerely,**

*Apoorv Sharma*

Overall Coordinator, E-Cell

Contact: 9548023129