

Ref. No.**Date:**

To

The Assistant Dean,
Department of Academic Affairs
Chandigarh University
Gharuan, Mohali

Subject –

Respected Sir/Ma'am,

This is in regards to the above subject mentioned, as the students of our university are going to coordinate in 'Event Name' on 'Date' at 'Venue'.

List of students is attached below:

S.No	Name	UID	Contact
1			
2			
3			
4			
5			
6			

It is submitted for your kind
approval. With warm

Recommended By:**Name (EID)****Club Faculty Advisor****Approved By:p****Name(EID)****Director,****Department of Academic Affairs**