



To

The principal, P.S.R.C.M.R.C.E.T

Vijayawada.

Date:

Subject: Request for Permission to Inaugurate S.P.A.R.K Club, Launch Website, and Conduct Food Donation Drive

Respected Sir,

We, the students of 4th Year AIML Department, are pleased to inform you about the formation of a new student-led service club titled S.P.A.R.K - Serving People and Raising Kindness. This club aims to promote values of social responsibility, volunteerism, and compassion among students.

We respectfully request your kind permission to conduct the official inauguration of the S.P.A.R.K Club on August 14, 2025, in your esteemed presence in the principal's room. As part of the event, we also plan to launch the official club website, which will serve as a digital hub for updates, activity logs, volunteer registration, and future initiatives.

Further, as our first act of service, we wish to organize a **Food donation drive for at least 30 underprivileged individuals** on the same day.

We assure you that the entire event will be conducted in a respectful and organized manner, adhering to all college protocols.

We sincerely seek your approval and blessings for the successful conduct of the inauguration and the associated activities.

Thanking you.

Yours faithfully,

On behalf of S.P.A.R.K Club

N. Abhishek (PRESIDENT)

4th Year, AI&ML Department