To, Date: 01/8/2022

The Head of the Department,

Aerospace Engineering

PEC, Chandigarh

**Subject:** Request to allot a cabin and other accessories

I am Dr. Surendra Verma, working as an Assistant Professor (on contract) in the Department of Aerospace Engineering of PEC, Chandigarh. I request you to please allot me a cabin for my working. Also I need following items for the smooth working.

1. Table, Chair, Desktop, mouse, keyboard, power backup

2. Whiteboard and Marker

3. Paper sheets and other stationary accessories

4. Printer and scanner

5. Dustbin

I request you to make needful arrangement for the same. I would be very thankful to you.

Yours Sincerely

Dr. Surendra Verma

Assistant Professor

Aerospace Engineering Department

PEC, Chandigarh

(9475618023)