

Date: 27th October 2023

To
The Director
Echelon Institute of Technology
Faridabad, Haryana

Subject – Requesting a key to room no. S-3

I am Sahil Ali, a B.Tech CSE student at your institute. I am writing this letter to request a key to Room No. S-3 for research and coding development purposes.

Our GDSC Team, under the supervision of HOD Prof. Jugnesh Sir, is establishing a research room in S-3. The room will be equipped with books, papers, and sensitive electronic devices. We need a key to the room to ensure the safety and security of the equipment.

Requirement: Total Systems: 5, Processor Core: i7 ,RAM : 8GB , Hard Disk\SSD : 250GB

We guarantee that the room will be used only for research purposes and that we will take all necessary precautions to protect the equipment. We will also always keep the room clean and tidy.

We would be grateful if you could grant our request for a key to Room No. S-3. Thank you for your time and consideration.

Sincerely,

Sahil Ali

B.Tech CSE21CSE119

GDSC Lead

HOD Prof. Jugnesh