Date:10/2/2012

To,

Manipal Institute of Technology

Respected Sir,

This letter is in relation to Tech Ahoy LABS, our new venture for which proposal has been attached.

We would like to take rooms at NLH to conduct our recruitments and for working on the projects we have.

We would like to book Room No.403 on Monday (13/2/2012) to conduct our recruitments.

We would also like to book Room No.405, NLH for working on all projects we have and to conduct discussions related to it from 13/2/2012 (Monday) till the end of this semester from 5:00 – 7:30 PM every day that is, after the class hours.

We request you to kindly grant us permission for the same so that we will be able to start the work as soon as possible. We will be submitting regular reports of the work we do so that everyone can keep track of our progress.

Yours faithfully,

VIGNESH,  
Student, 2nd Year  
Manipal Institute of Technology