



**CHENNAI
INSTITUTE OF TECHNOLOGY**
(Autonomous)



From

Team Takshashila '23,
Chennai Institute Of Technology,
Kundrathur,
Chennai 600069

Date: 29 March 2023

To

The Chairman,
Velammal Institute of Technology.

Respected Sir/Madam,

Subject: “On-Duty” permission for students to participate in **Takshashila 2023**

We are pleased to announce that our college **Chennai Institute of Technology** is hosting a National-level Techno-Cultural fest, **Takshashila-A Cinematic Voyage** on the 30th, 31st of March and 1st of April. The event promises to be a platform for showcasing the talents of young and dynamic individuals in various technical and cultural domains.

We are writing to you requesting **on-duty permission** for Takshashila.

Kindly consider our request and grant him permission to take part in our event.
Thank you for your time and consideration.

Regards,

Team Takshashila '23