

[Month Date, Year]

**Honorable Vice Chancellor**

Daffodil International University  
Daffodil Smart City, Birulia, Savar, Dhaka

Through: Director, Students' Affairs, DIU

Subject: Seeking permission for appoint newly Convener of [Club Name]

Dear Sir,

It is our pleasure to inform you that [Club Name] is the most active club of DIU. You are already aware that the Convener of [Club Name] is abroad for higher studies /[valid reason]. In this situation we need a Convener at this moment to run our club smoothly. In this situation, I am requesting you to appoint the following sir as the moderator of our club.

[Sir Name]

[Designation & ID]

[Department Name]

[Number]

[Email]

It will be our great pleasure if we get your kind approval in this regards

Sincerely,

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[President Name]

President

[Club Name]

[Club Email]