

[Month Date, Year]

The Director

Students' Affairs

Daffodil International University

Daffodil Smart City, Birulia, Savar, Dhaka

Subject: Introducing the newly formed executive committee of the [Club Name]

Dear Sir,

We would like to inform you that we will announce the newly elected executive committee of the [Club Name] on [Date]. This committee will work for the next year. The new committee needs approval to work without any problems. The new executive committee list has been attached herewith for your kind consideration.

I strongly believed that the newly formed executive committee would be energetic and enthusiastic in strengthening the image of the [Club Name] as well as DIU if necessary measures were taken to support them.

So, we therefore request that you approve the new executive committee of the [Club Name] for the next one year.

Best Regards

[Convener Name]

Convener

[Club Name]

[Number]

[Club Email]

[Club Name] Committee List [Year]

| Designation | Name | ID | Phone | Email | CGPA |
|-------------|------|----|-------|-------|------|
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[Convener Name]

Convener

[Club Name]

[Number]

[Club Email]