

[Month Date, Year]

**The Director**

Students' Affairs

Daffodil International University

Daffodil Smart City, Birulia, Savar, Dhaka

Subject: Application for approval of the membership registration booth.

Respected Sir,

With due respect, I would like to inform you that the [Club Name] is going to organize "Member Recruitment- Spring [Year]" on [Dates]. The booth will be operational for [Numbers] days. To set up the recruitment booth, we require a table and 3 chairs. The member recruitment booth will provide an excellent opportunity to showcase the activities and benefits of the [Club Name] to potential new members. In this circumstance, we seek permission to make this event a success.

We, therefore, would be extremely grateful if you could grant us permission to hold this event and provide us with the necessary resources to make it successful.

With Best Regards,

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[Convener Name]

Convener

[Club Name]

Daffodil International University

[mobile number]

[Club Name]