

[Month Date, Year]

Honorable Pro Vice-Chancellor

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

Through:

Treasurer, DIU

Director, Students' Affairs, DIU

Convenar, [Club Name], DIU

Subject: Permission for [Club Name] Iftar party with venue booking along waiving the venue charge and Logistic Support.

Dear sir,

With due respect and humble submission, I am writing to you from [Club Name] which is one of the most active clubs in our University. As you know, every year we organize an Iftar party. This year, we want to organize an iftar party at [Place] on [Date].

Therefore, we hope that you'll help us in allowing the below-mentioned equities and oblige thereby.

Support Name	Quantity
Place	
Sound system	
Mike	
Red Carpet	

We wish your permission and need of the following logistic Support to make the program Successful.

Sincerely,

[President Name]

President

[Club Name]

[Club Email]