

Letter for seeking permission from Principal to attend an event

To

The Principal
Pavanatma College
Murickassery

Date:

From

Name of Student :
Class & Dept. :

Subject: **Request permission to attend an event**

Respected Sir,

I am writing this letter to seek a permission to attend _____ (Name of the Event) at _____ dated _____ as a group of students. Our team will consist of _____ students and _____ teachers. **(Please specify the numbers here and attach the list separately)**

Kindly give us permission to attend the event.

Yours Faithfully,

Signature:

(Name of the Student): _____

(Class & Department): _____

Recommendation by the Class Mentor:

Signature of HOD:

Remarks from Principal: