



## CLUB EVENT PERMISSION LETTER

**From**

<Name of student>, <Mobile>,  
<Year of study and Dept>,  
<Position held>, <Club Name>,  
Coimbatore Institute of Technology.

**To**

The AO,  
Coimbatore Institute of Technology,  
Coimbatore – 641014

**Through**

The Staff Advisors,  
<Club name>,  
Coimbatore Institute of Technology.

**Subject : Request for permission to conduct <Event Name>**

Respected Sir,

1. The <club\_name> has planned to conduct the <event\_name>, <short description about event>. The details about the event are listed below:

- (a) Day & Date of Event :
- (b) Timings :
- (c) Venue :
- (d) Purpose of Event :

2. We will ensure all arrangements will be supervised by the club staff and club students. The event will be completed by 6.30 pm with no damages of institute property and sound restricted to avoid any disturbance. All institute guidelines will be complied with and necessary venue, power house back up and security arrangements will be coordinated. We kindly request to provide the permission for the execution of the event on the specified date and venue.

Thanking You,

Yours sincerely,

<Date>

<Name>, <Post>, <Club\_Name>

Staff Advisor

Dean-Extracurricular  
Activities

Dean-Student  
Affairs

Administrative  
Officer

Copy To:

Power House

Security Officer:List of visitors/ Guests and identification method.