

To:

Julian Hier,
Principle,
Grand Ville Highschool

From:

Mohan Desai,
Science Teacher,
Grand Ville Highschool

Date: 30th May 2019

Dear Mam,

REF: Permission to Host Upcoming Science Projects Exhibition

I am writing this letter to ask for permission to use the school outdoor cricket ground for a Science project exhibition. I had a discussion with students earlier and they are really interested in making projects. We are planning to host the event in two weeks from now. That's why I am writing this letter to ask for permission in advance.

The event will be hosted on 14th June 2019, but it would be great if we get access to the ground two days before to make all the arrangements smooth. The exhibition will start at 09:30 am and students need some time to set up their projects.

The exhibition will be done by 4:00 PM. We take the full responsibility of cleaning the ground and make it available for the school on the very next day.

I am hoping to hear a positive response from your side.

Yours faithfully,
Mohan Desai