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To,

The Principal,

Shri Vijaysinha Yadav Arts and Science College,

Pethvadgaon.

Subject: Permission to conduct ICT lecture in seminar hall.

Respected Madam,

 With reference to above subject we seek permission to conduct an ICT lecture of the ------- (class) on -------- (day), ------ (date) at -------- (time) according to time table.

 We kindly request you for the same.

 Thanking you.

 Yours faithfully,

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To,

The Principal,

Shri Vijaysinha Yadav Arts and Science College,

Pethvadgaon.

Subject: Permission to conduct ICT lecture

Respected Madam,

 With reference to above subject our department wishes to conduct M. Sc. entrance crash course for final year students. I already told my students to start their studies and they are really excited. The crash course will be held during 07/05/2019 to 23/05/2019.

 We kindly request you for the same.

 Thanking you.

 Yours faithfully,

 (Shri. Sandip S. Patil)