Letter to the principal requesting permission for a college event

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

To,
The Principal
[College Name]
[City]

Through: [Head of Department / Faculty Coordinator's Name]

Subject: Request for permission to organise [Event Name]

Respected Sir / Madam,

On behalf of the [Club / Association Name], I request your permission to organise [Event Name] on [Date] from [Start Time] to [End Time] in the [Venue, for example, college auditorium].

The event aims to [purpose, for example, give students a platform for short films and talks]. About [Number] students from [Classes / Departments] are expected to attend. [Faculty Coordinator's Name] has kindly agreed to guide us as faculty coordinator.

We request permission to use [venue], the [sound system / projector] and to display posters on the notice boards from [Date]. We also request that the event be allowed to end at [End Time].

We assure you that the event will be conducted with discipline, and the venue will be left clean. A schedule of activities is attached for your reference.

We shall be grateful for your kind permission.

Yours faithfully,

[Student Name]
[Class, Roll Number]
[Club Name and Designation]

Forwarded by: [Faculty Coordinator's Signature]