



Date:

To
The Registrar
Leading University, Sylhet

Subject: Permission for using Projector.

Dear Sir,

I would like to use Projector of Leading University, Sylhet for the following purpose;

- a. **Name of the Dept./Office/Club:**
- b. **Date(s):**
- c. **Purpose:**
- d. **Venue:**
- e. **Time Schedule:** From to
- f. **Cell No:**

Requisition by:

Dept./Office Head/Club Advisor

Office Use

1. Approved / Not Approved:

2. Any Other Comment:

Signature
Date: