



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**

b. **Date(s):** From \_\_\_\_\_ to \_\_\_\_\_

c. **Purpose:**

d. **Venue:**

e. **Time Schedule:** From \_\_\_\_\_ to \_\_\_\_\_

f. **Cell No:**

**Requisition By**

**Office Use**

1. **Approved**      **Not Approved:**

2. **Any Other Comment:**

**Signature**

**Date:**