

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To,

The Dean/Registrar

Ujjain University

[University Address]

[City, State, ZIP Code]

Subject: Request for Event Permission

Dear [Dean/Registrar's Name],

I hope this letter finds you well. I am writing to request permission to hold an event titled "[Event Name]" on [Event Date] at [Location] within the university premises.

Event Details:

- **Organizer:** [Your Name/Organization]
- **Event Date:** [Event Date]
- **Event Time:** [Start Time] to [End Time]
- **Expected Number of Participants:** [Number]
- **Purpose of the Event:** [Brief description of the event's purpose]
- **Facilities Required:** [List any facilities needed, if any]

We believe this event will greatly benefit the university community by [briefly explain the benefits]. We assure you that all necessary precautions and guidelines will be followed to ensure the event runs smoothly and safely.

We kindly request your approval for conducting this event as we are excited to bring this initiative to our university.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Role, if applicable]

[Your Organization, if applicable]