TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Permission to practice for the departmental competitions

Dear Ma’am,

I am writing to bring to your notice that the Departmental Competitions will be held from the 24th to the 31st of January 20XX. We have asked students to sign up for the various competitions. It is a good opportunity for all our students to showcase their skills and talents.

We must conduct auditions and start practicing. Kindly permit us to use the Main Hall for the same. Also, please provide the students with on-duty so that they do not lose their attendance. We will make sure that the students who will be part of the competition do not miss out on the classes or any academic projects.

Thank you.

Yours faithfully,

**[Signature]**

Shalini s