The Headmistress

Kikani Matriculation Higher Secondary School

Shamsabad

Hyderabad 400123

02/01/2022

Subject: Seeking consent to use the school auditorium for Annual Day practice

Dear Ma’am,

As we have our School Annual Day scheduled on 23/01/2022, we have decided to have traditional dances from around the world to be the theme. We have trained dancers coming to choreograph the various dances, and we require a large arena for practice. The practice would be after school hours (from 4 p.m. to 6 p.m.)

We request you to kindly give us consent to use the auditorium and school ground for practice from 03/01/2022 to 22/01/2022. We will take care to keep the school premises clean and switch off all the electrical appliances after use.

Thanking you

Yours faithfully,

Signature

YUVASHRI S

(School Pupil Leader)