

Date:

To

**The Chairperson
Department of Sociology & Social Work
Chaudhary Bansi Lal University
Bhiwani, Haryana**

Subject: Permission for organising Field Work / Outreach Activity and use of official banner

Respected Sir

I/We, the student(s) of M.A. Sociology / Master of Social Work/Post Graduate Diploma of Social Work (PGDSW), Semester, humbly request your kind permission for organising the following Field Work / Outreach Activity and to use the official banner of the for the same. The details of the programme are as follows:

Title of the Programme:

Theme/Topic:

Date & Time:

Venue:

Name of Field Work Agency/organization (if any collaboration):

.....

Nature of Activity: (Awareness Camp/ Awareness Session or Campaign / Awareness Rally/Workshop /Survey /Street play/Training programme etc.)

This programme is being organized as part of our academic field work and aims to contribute towards community awareness and social development. We also feel privileged to invite you to kindly grace the occasion with your presence and guide us with your valuable insights. We assure you that the department banner will be used responsibly and respectfully. Kindly grant us permission for the same.

Thanking you.

Yours sincerely,

Name(s) of Student(s):

Class :

Contact Number:

Recommended by (Field Work Supervisor):

Permission Granted / Not Granted

Name with Signature:

Chairperson, Sociology & Social Work