

Civil Engineering Students Association

Post Office Box 206

Bono Region- Sunyani

3rd March 2025

The Head of Civil Engineering Department

Post Office Box 206

Bono Region- Sunyani

Dear Sir,

REQUEST FOR PERMISSION TO ORGANIZE A FOOTBALL MATCH BETWEEN CESA MEMBERS AND LECTURERS

I hope this letter finds you well. On behalf of the Civil Engineering Students Association (CESA), I am writing to request your permission to organize a friendly football match between CESA members and lecturers. The match is scheduled to take place on Saturday, 22nd March 2025, at the University's Football Pitch from 10:00 AM – 12:00 AM.

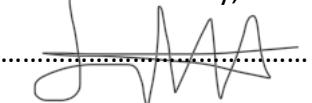
The primary objective of this match is to foster interaction, teamwork, and a strong sense of community between students and Departmental members outside the academic setting. This event will also serve as an opportunity to promote physical activity and encourage a balanced student life.

We kindly seek your approval to proceed with the necessary arrangements, including securing the venue and informing the lecturers about their participation. Additionally, we would appreciate any support or guidance from the department in making this event a success.

We look forward to your positive response and hope for your support in encouraging Departmental members to participate. Please let us know if there are any departmental protocols we should follow in organizing this event.

Thank you for your time and consideration.

Yours faithfully,


.....
(CESA President)