
Ref: URC/2026/07

Date: 14 April 2026

The Head of Department
Department of Mechanical Engineering
Your Institute of Technology

Subject: Permission to use the workshop for the inter-college robotics competition

Respected Sir/Madam,

Udaan Robotics Club has been selected to represent the institute at the National Inter-College Robotics Challenge to be held on 18–19 September 2026.

To build and test our robot, we request permission to use the mechanical workshop and the CNC machine on weekdays from 4:00 PM to 7:00 PM between 20 August and 15 September. A faculty coordinator will be present during every session.

We will follow all workshop safety rules and bear the cost of consumables. A list of the eight team members and our build schedule is enclosed.

Yours sincerely,

Club Secretary Name

Secretary, Udaan Robotics Club