

To,

Mr.Gopikrishna,
Head, Public Outreach and Space Museum,
Satish Dhawan Space Center, SHAR
Sriharikota – 524124

Date:

Dear Sir,

Subject: Permission to visit Space Museum and facilities at SHAR

Students from our college would like to visit Space Museum and the other facilities at Satish Dhawan Space Center for an educational tour. I believe that visiting a facility like SHAR would inspire them in science and the experience will stay with them through their life.

They would like to visit on <Date>. If this date is not feasible, please suggest an alternate date in the same week.

Your cooperation in this regard is solicited. Details of the students are mentioned below:

Name 1 : Class : Father's Name: Contact No

Name 2 : Class : Father's Name: Contact No

With Regards,

(<Principal Name>)

<College>

Address