

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

<School/ College Name> located at <Address, City> 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.

We 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.

With Regards,

(<Principal Name>)
<School/ College>