

[Sender's Name]

[Sender's Address]

[Date]

[Recipient's Name]

[Recipient's Address]

Respected Mr. [Recipient's Name],

On behalf of my organization, I want to express my deepest gratitude for allowing us to use the college premises for putting up our stall. Your permission to set up a stall at your premises helped us in promoting our cause. Our foundation helps the poor and needy, and we thought your college would be perfect to educate your students about our cause.

This opportunity has provided us to bring about awareness among students regarding the challenges faced by the poor and the needy. In fact, we were able to recruit many students as volunteers to help us with our foundation. This all has happened because of you. Thank you for that. Not only did we recruit volunteers, but we could also collect donations for the cause. We will use the donation for the needy and the poor. Again thank you for allowing us to use your college premises for promoting the cause.

Yours sincerely,

[Your Name]

[Contact Number]

[Email ID]

[Signature]



