

[Your Name]

[Your Designation / Team Name]

[Department Name]

[College Name]

[Email ID] | [Contact Number]

Date: [DD/MM/YYYY]

To

The Hackathon Committee

[College/Organization Name]

Subject: Request for Approval of Changes

Dear Members of the Hackathon Committee,

I am writing to formally request approval for the following changes related to [mention the specific change].
The details of the proposed modifications are as follows:

Current Details: [Mention the existing information or setup]

Proposed Changes: [Describe clearly what needs to be changed]

Reason for Change: [Briefly explain the reason or necessity for the modification]

I kindly request the committee to review and approve the above-mentioned modifications. Upon receiving official approval, I will contact the iSpin Team to implement the approved changes as per the standard process.

Thank you for your attention and consideration.

Yours faithfully,

[Your Full Name]

[Your Team ID / Designation]

[Department Name]

[Signature,]