Saman Sisira Kumara

 The President,

 Art Society,

 Wegiriya Central College,

 Wegiriya.

 02nd November 2018

The Principal,

Wegiriya Central College,

Wegiriya.

Dear Sir,

Requesting approval for an Art Competition

The Art Society of our school is planning to organize an Art Competition for Grade 12 Students in Wegiriya Educational Zone. The event is scheduled to be held on 22nd January 2019 at school premises.

The schedule of the event as follows:

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| 08:00 | Start |
| 08:00 ~ 08:15 | Registration of Students |
| 08:15 ~ 08:30 | Welcome Speech |
| 08:30 ~ 08:55 | Introduction to the Programme |
| 08:55 ~ 09:00 | Introduce Guest Speaker |
| 09:00 ~ 09:30 | Guest Speaker by Prof. Ariyabandu Tharupathi |
| 09:30 ~ 09:50 | Refreshment |
| 09:50 ~ 10:00  | Prepare for the competition |
| 10:00 ~ 12:00 | Completion |
| 12:00 ~ 13:30 | Lunch and Evaluation |
| 13:30 ~ 14:15 | Prize Giving |
| 14:15 ~ 14:25 | Vote of Thanks |
| 14:25 | National Anthem and Closing the Ceremony |

The Art Society seek your kind approval to organize the above competition at school premises on 19th January 2019.

Thank you.

Yours sincerely,

Saman Sisira Kumara - The President