**To,**

**Mr. Sachin Bhalekar**

**Director - Cyclone Pharmaceuticals Pvt Ltd**

**Sub**: Request for Approval to Host Office Party on 31st December at your friend’s Alibag Villa

**Dear Sir,**

I am writing this application with high spirit to host office party. As the end of the year approaches, we would like to propose hosting a celebratory party on 31st December to mark the conclusion of another successful year and to show appreciation for the hard work and dedication of our team.

The event will provide an opportunity for team bonding, relaxation, and celebrating our accomplishments together. We plan to include light refreshments, games, and a brief awards ceremony to recognize outstanding contributions from employees.

We kindly request your approval for this initiative. If permitted, we would be happy to share further details regarding the budget that should be Rs.2000 per Person.

We believe this gathering will greatly contribute to team morale and foster a positive work environment as we look forward to the new year.

Thank you for considering this request. We look forward to your approval and guidance.

**Yours sincerely,**

(Signatures of all team members)

1. Mr. Vivek Patil – Chief Software Developer (Main Character - Idea & Concept)
2. Mr. Prasad Barhate – Senior Software Developer
3. Mr. Sagar Sakhare – Business Developer Executive
4. Ms. Supriya Doiphode – Software Developer
5. Ms. Nikita Kendre – Server Administrator
6. Ms. Vaishnavi Pannase - Business Developer Executive

**Manager’s Approval Director’s Approval**

**Megha Ganage Mr. Sachin Bhalekar**