

Confirmation Format for Zonal Center

To,
The Director,
RoboTryst-2015
Robosapiens Technolonogies Pvt. Ltd.
In association with Tryst-2015, IIT-Delhi

Dated: _____

Sub: Confirmation Letter for organizing Automobile Engine Design Workshop at our college campus.

Dear Sir,

This is to bring under your kind Notice that <Name of the College> confirms RoboTryst-2015 Zonal Rounds on < Dates (consecutive 2 days)> at our college. We will provide the infrastructure support as per the proposal document received by your Organization.

We are appointing our two student coordinators and one faculty coordinator to coordinate the entire event at our campus. Name and Contact Numbers of two coordinators & one faculty Coordinator are given below:

S. No	Name	Designation	Email id with Mobile Number
1.	Faculty coordinator name	Designation	
2.	1 Student coordinator name	Student	
3.	2 Student coordinator name	Student	

Thanks and Regards,

Yours truly

Signed and Rubber Stamp of Authority

<Name of the Authority>

<Designation>

Note : This letter should be the letter head of college & for Fast Track Response please send the scan copy of this letter to : contact@robotryst.com