

S.N.D.T. Women's University
Department of Physical Education

Bharat Ratna Maharshi Karve Vidyavihar
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Date: 12.02.2024

To,
Principal,
Maharshi Karve Adarsh Women's College,
Shreevardhan.

Sub: Marathon

Respected Sir/ Ma'am,

We would like to inform you that the date for the Marathon has been fixed. The event will be scheduled on 4th March 2024 at 7:00 am in the morning in collaboration with DSO and Maharshi Karve Adarsh Women's College.

We request you to make the following arrangements for the smooth and efficient functioning of the event:

1. Arrangement for lodging and boarding along with food for staff
2. Inviting Chief Guest for Marathon
3. Participants for marathon
4. Arranging 20 Volunteers for marathon
5. Collaboration with DSO
6. Banner – for advertisements and publicity

The university will be providing certificates, memento along with t-shirts to all the participants. Looking forward to your help and co-operation in organizing a successful event.

Thanking you in anticipation.

Yours faithfully,

Dr. Kavita Khosla
Director of Sports and Physical Education