**[Your Name]  
 [Your Course & Year]  
 [University/Institute Name]  
 [Date]**

**To,  
 The Principal/Head of Department  
 [University/Institute Name]  
 [Institute Address]**

**Subject: Request for Attendance Consideration & Financial Assistance – UXINDIA25**

**Respected [Principal/Head of Department],**

**I am writing to request permission to attend UXINDIA25—India’s premier UX & AI conference—on September 18–19, 2025, in Hyderabad, without it affecting my attendance. I also seek financial assistance for the ₹5000 registration fee, as this event is a valuable investment in my academic and professional growth.**

### **Why UXINDIA25?**

**This conference features industry leaders from Microsoft, Meta, Google, IBM, Infosys, and SAP, offering:  
 ✅ Expert insights on AI, UX, accessibility, and design ethics.  
 ✅ Hands-on workshops and real-world case studies.  
 ✅ Networking opportunities with global professionals and mentors.**

### **How I Will Contribute Back**

**I plan to document key insights and share them with peers and faculty, ensuring the learnings benefit our academic community. I will also stay on top of coursework and missed assignments.**

**I sincerely request your support for this opportunity. Please let me know if any additional details are needed. Thank you for your time and consideration—I look forward to your positive response.**

**Best regards,  
 [Your Name]  
 [Your Course & Year]  
 [Your Contact Information]**

**🔗 UXINDIA25 Website – 2025.ux-india.org**