[Supervisor's Name]

[Supervisor's Designation]

[Department Name]

[Institution Name]

[Address]

Dear Sir,

I am writing to request permission to sit for the **[Mid/Final]** defense board for my B.Sc in SWE thesis/Project/Internship entitled **"[Title of Your Study]"**. As my supervisor, I would greatly appreciate your approval to proceed with the defense board.

The defense board is scheduled to take place on **[Date and Time]**. I am confident that I have prepared thoroughly and am ready to present my **[Research proposal/Final Report]** and respond to any questions or comments from the board.

Thank you for your continuous guidance and support throughout my academic journey. I look forward to hearing from you soon.

Sincerely,

[Student Name]

[Student Id]

[Batch name]

[Email]

 [Supervisor Approval Area]

How many times meet with supervisor………………………………………………..

Supervisor Comments: [Approved/ Not Approved]

[Supervisor Signature ]

[Supervisor Name]

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