

**Date:** \_\_\_\_\_

**To,  
The Administration Office,  
TC Business School**

**Subject: Request for Photographer Services**

**Respected Sir/Madam,**

**I \_\_\_\_\_, holding the position of \_\_\_\_\_, request the services of a photographer for the following event:**

- **Event Name:** \_\_\_\_\_
- **Event Date:** \_\_\_\_\_
- **Event Time:** \_\_\_\_\_
- **Venue:** \_\_\_\_\_
- **Purpose of Photography: (e.g., Student ID Cards, Event Coverage, Group Photos, etc.)**

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- **Number of Photographs Required (Approx.):** \_\_\_\_\_
  - **Additional Requirements (if any):** \_\_\_\_\_

**I kindly request you to arrange a photographer for the mentioned event and ensure the necessary arrangements are made. Please confirm the availability at the earliest.**

**Requested by:**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

\_\_\_\_\_

**Approval Section (For Office Use Only)**

**✓ Approved / Not Approved**

**✓ Photographer Assigned:** \_\_\_\_\_

**✓ Remarks:** \_\_\_\_\_

**Authorized Signatory  
(Administration Office)**

\_\_\_\_\_