**The Analytical Lab. In-charge,**

**Department of Chemical Engineering,**

**IIT Guwahati.**

Sub: - **Request for analysis after office hours.**

R/Sir,

I need to analyze my samples on urgent basis due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Hence, I am writing to request your approval to use the (…**EQUIPMENT NAME**.....) for the analysis of remaining samples after office hours. Mr./Ms. \_\_(…**STUDENT NAME**.....) \_\_\_has agreed to assist me during the analysis / I have the login ID and I am using this instrument from last \_\_\_\_\_\_\_\_\_ year’s/months.

Thanking You,

With Regards,

Name :-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roll No. :-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email ID :-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. :-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TA Name :-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of TA Signature of Applicant**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SI No. | Name of Instrument | Date | Time | | | No. of Sample(s) |
| From | | To |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |
|  |  |  |  |  | |  |

**(Technical Officer) In- Charge**

**Analytical Lab.**

**Note: - The slot is not guaranteed for instruments such like BET, Chemisorption etc.**