Your Name

Supervisor Name

Course Name

Date

Formal Email Writing

**To: Director of the Center for IT Excellence**

**Subject: Installation of GIMPS Software**

We would like to appeal for your kind assistance in the installation of the GIMPS software in the two computer labs in the Journalism/Computer Science building, rooms 200 and 101/102. GIMPS (Great Internet Mersenne Prime Research) is a free and an open source software. It is a perfect tool for journalist as well as for Computer science students as it can be used to create graphics and resizing them, mock-ups and videos. It can perform various tasks including image editing, retouching and converting an image from one format to another. It uses the power of thousands of small computers to find the largest record size prime numbers. It offers you with advanced tools to get your work done and increase your productivity to many customized options, whether you're a graphic designer, illustrator, or scientist. The purpose of installing the software is to make use of the un-used CPU cycles at night and on the weekends when the computers are not being used by anyone. It can be beneficial for both students and university. Students can use this software in mathematical research and can grow their career in Science and technology. It is basically a computing project that was formed to discover Mersenne prime numbers. The benefit to the University is recognition for being part of this project. If one of the lab computers finds the next largest mersenne prime then the recognition would be provided on the Internet and there would be chances of global publicity of our university in some newspapers and on the Internet. Kindly process our demand as soon as possible. We are looking forward to your positive response. Thankyou.

Sincerely,

Your Full Name