[Your Institution's Name]
[Department Name]
[Institution's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Department/Project Committee]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]
Subject: Approval of BTech Semester Project
Dear [Recipient's Name],
I am writing to formally request approval for my BTech semester project titled "[Project Title]." The project aims to [briefly describe the objective of the project and its significance].
I have outlined my project plan, methodology, and expected outcomes in the attached proposal. I believe that this project will not only enhance my learning experience but also contribute to [mention any potential impact or benefits].
I kindly ask for your approval to proceed with this project. I am open to any suggestions or modifications you may have.
Thank you for considering my proposal. I look forward to your positive response.
Sincerely,
[Your Name]
[Your Roll Number]
[Your Program/Department]
[Your Contact Information]