

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

The Registrar  
Jawaharlal Nehru Technological University (JNTU)  
[University Address]  
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Inquiry Regarding [Specific Information Needed]

I hope this letter finds you well. I am writing to formally inquire about [specific information or details you need regarding courses, admission process, academic calendar, etc.].

As an interested student in [your field of interest or specific program], I would greatly appreciate it if you could provide me with the necessary details regarding [mention specific questions or points of interest].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]