[Your Institution's Letterhead]
[Date]
To,
The Registrar,
Jawaharlal Nehru Technological University,
[University Address]
Subject: Request for Approval of [Course/Program/Activity Name]
Dear Sir/Madam,
We are pleased to submit our request for the approval of
[Course/Program/Activity Name] to be conducted at [Name of the
Institution]. The details of the program are as follows:
- **Program Title:** [Title]
- **Duration:** [Start Date] to [End Date]
- **Target Audience:** [Description of Target Audience]
- **Objective:** [Brief Objective of the Program]
- **Syllabus/Agenda:** [Brief Description or Attachment of Syllabus]
- **Expected Outcomes:** [Expected Outcomes]
We assure you that all necessary guidelines and regulations set forth by
JNTU will be strictly adhered to during the course of this program.
We kindly request you to review our proposal and grant the necessary
approval at your earliest convenience.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Designation]
[Your Institution Name]
[Contact Information]