

[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]

Subject: Application for Course Withdrawal

Dear [Registrar's Name],

I hope this letter finds you well. I am writing to formally request a withdrawal from my current course/program at JNTU. My details are as follows:

- Student Name: [Your Name]
- Student ID: [Your Student ID]
- Course/Program: [Course Name and Code]
- Semester: [Current Semester]

Due to [reason for withdrawal: personal circumstances, health issues, etc.], I am unable to continue my studies this semester. I have carefully considered my options and believe that withdrawing from the course is the best decision for my situation at this time.

I kindly request that you process my withdrawal application at your earliest convenience. I understand the implications of this decision and will ensure to follow all necessary guidelines.

Thank you for your understanding and support. I look forward to your confirmation of my course withdrawal.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Course/Program Name]
[Your Year/Semester]