

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

[Date]

[Recipient Name]

[Title]

[Department/Office Name]

Jawaharlal Nehru Technological University (JNTU)

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit my application for the JNTU Fellowship program for the academic year [Year]. I am currently a [Your Current Status, e.g., graduate student, researcher] in the field of [Your Field of Study] at [Your Institution/University Name].

I am particularly interested in the JNTU Fellowship because [Briefly explain why you are interested in the fellowship and how it aligns with your goals].

Enclosed with this letter are my completed application form, curriculum vitae, and [any other required documents, e.g., letters of recommendation, transcripts].

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the JNTU community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]