

[Your Institution's Letterhead]

[Date]

To

The Principal/Director

[Department Name]

JNTU [University Name]

[University Address]

Subject: Project Approval Request

Respected Sir/Madam,

I am [Your Name], a [Your Course/Program] student at [Your Institution Name], bearing roll number [Your Roll Number]. I am writing to seek approval for my project titled "[Project Title]".

The details of my project are as follows:

- ****Project Title:**** [Title]
- ****Objective:**** [Brief description of project objectives]
- ****Scope:**** [Brief description of scope]
- ****Methodology:**** [Brief description of methodology]
- ****Duration:**** [Proposed duration]
- ****Guide Name:**** [Guide's Name and designation]

I assure you that I will adhere to all the guidelines set by the university and maintain the highest standards of research and ethical compliance.

I kindly request you to grant me the necessary approval to proceed with my project. Thank you for considering my request.

Yours sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

[Your Contact Information]

[Your Institution Name]