

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

[Recipient Name]
[Recipient Title]
[Department Name]
[JNTU Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Transition Request for [Your Program/Branch/Department]

I hope this letter finds you well. I am writing to formally request a transition from my current program/branch [Current Program/Branch Name] to [Desired Program/Branch Name] at JNTU.

I am currently a [Your Year] student, and I have gained valuable insights and experiences in my current program. However, I believe that transitioning to [Desired Program/Branch Name] aligns more closely with my career aspirations and interests.

[Provide a brief explanation of your reasons for the transition.

Highlight any relevant experiences, skills, or passions that support your request.]

I have reviewed the curriculum for [Desired Program/Branch Name] and am excited about the opportunities it presents for my academic and personal growth. I am confident that I can contribute positively to the program and thrive in this new environment.

I kindly request your assistance in facilitating this transition. Please let me know if there are any specific requirements or documentation needed from my side.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]