

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

To,

The Registrar,
Jawaharlal Nehru Technological University (JNTU),
[University Address]
[City, State, Zip Code]

Subject: Request for Reconsideration of [Specify the Matter/Decision]

Dear Sir/Madam,

I hope this letter finds you in good health. I am writing to formally request a reconsideration of the recent decision regarding [specific matter or decision, e.g., my academic results, admission appeal, etc.], dated [mention date of decision].

I understand that the decision was made based on [briefly explain the basis of the decision]. However, I believe that [provide your reasons for reconsideration, including any new information, explanations, or circumstances that support your request].

I respectfully urge you to review my case, considering the points mentioned above, as I am confident that [mention any positive contributions, achievements, or relevant experiences].

Thank you for your attention to this matter. I look forward to your prompt response and am hopeful for a favorable reconsideration.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]