

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

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

Subject: Complaint Regarding [Brief Description of the Issue]

Dear Sir/Madam,

I am writing to formally register a complaint regarding [specific issue] that I have encountered at Jawaharlal Nehru Technological University.

[Describe the issue in detail, including dates, events, and any relevant stakeholders involved. Be clear and concise.]

Despite my efforts to resolve this matter through [mention any prior attempts to address the issue, if applicable], I have not seen any satisfactory response or solution.

I kindly request that you take the necessary steps to address my complaint and provide a resolution. I believe it is important for the university to maintain a standard of [mention relevant standards related to your concern, e.g., academic integrity, student welfare, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID or Registration Number, if applicable]