

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

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

Subject: Request for [Specific Request - e.g., Transcripts, Degree Verification, etc.]

Dear [Registrar's Name or "Sir/Madam"],

I hope this letter finds you well. I am [Your Name], a former student of JNTU, having completed my [Degree Name] in [Year] from the [Specific Department/School Name]. My roll number is [Your Roll Number].

I am writing to formally request [specific details of what you are requesting, e.g., copies of my transcripts, a verification of my degree, etc.]. The purpose of this request is [explain briefly why you need this, e.g., for further studies, job application, etc.].

I have attached [mention any documents you are including, e.g., a copy of my ID, a fee payment receipt, etc.] to facilitate the processing of my request. I would appreciate it if you could expedite this process, as it is time-sensitive.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID (if applicable)]