

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

To

The [Designation]  
[Department Name]  
Kerala Technological University (KTU)  
[University Address]  
[City, State, Zip Code]

Subject: Request for [specific purpose]

Dear [Recipient's Name/Designation],

I hope this letter finds you well.

I am writing to formally request [state your request clearly and concisely]. As a student of [Your Course/Program] at KTU, I [briefly explain your situation or reason for the request].

[Provide any necessary details or background information that supports your request].

I kindly ask for your consideration regarding this matter. Your support would greatly aid me in [mention benefits of fulfilling your request]. Thank you for your time and attention. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Student ID]  
[Your Course/Program]  
[Year/Semester]