

[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: Complaint Regarding [Issue]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally lodge a complaint regarding [specific issue].

[Provide a brief description of the issue, including relevant dates, events, and any actions taken to resolve it.]

Despite my efforts to address this matter, [explain any responses or lack thereof from the university].

I kindly request that you investigate this issue and take appropriate action to resolve it.

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 Roll Number / Student ID (if applicable)]
[Course/Program Name (if applicable)]