

[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: [Subject of the Letter]

Dear [Registrar's Name or Title],

I hope this letter finds you well. I am writing to [state the purpose of the letter clearly and concisely. Provide any necessary details or context regarding your request or inquiry].

[Include any additional information or specifics that support your request, such as registration details, course names, dates, etc. Be clear and precise.]

I kindly request your assistance in [state what action you want the registrar to take or any specific information you require].

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]