

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

[Recipient Name]  
[Position/Title]  
[Department/Organization Name]  
[Address]  
[City, State, ZIP Code]

Subject: Request for Approval of Academic Project

Dear [Recipient Name],

I hope this letter finds you well. I am [Your Name], a student of [Your Course/Department] at Jawaharlal Nehru Technological University (JNTU). I am writing to seek your approval for my academic project titled "[Project Title]."

The project's objective is [briefly state the objective of your project]. This project aims to [explain the significance and potential impact of your project].

I plan to conduct this project under the guidance of [Supervisor's Name] and anticipate completing it by [project completion date]. I would greatly appreciate your support in this endeavor.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Student ID]  
[Course/Department]