

[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]

Dear Sir/Madam,

Subject: Inquiry Regarding [Specific Query/Issue]

I hope this letter finds you well. I am writing to inquire about [briefly state your query or issue]. I am a [your status, e.g., student, prospective student, etc.] enrolled in [your course/department], and I would appreciate your assistance in clarifying the following:

1. [Specific question or detail you need clarification on]
2. [Another question or point of inquiry, if applicable]
3. [Further questions, if necessary]

I would be grateful if you could provide the necessary information or guide me on how to proceed further regarding this matter. Thank you for your time and attention to my inquiry.

Looking forward to your prompt response.

Sincerely,

[Your Name]  
[Your Student ID, if applicable]