

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

To,

The Director/Registrar
Jawaharlal Nehru Technological University
[University Address]
[City, State, Zip Code]

Subject: [Subject of the letter]

Dear [Recipient's Name/Designation],

I hope this letter finds you in good health. I am [Your Name], a student of [Your Course/Program] in [Your Department] with Roll Number [Your Roll Number].

I am writing to [briefly state the purpose of your letter, e.g., request for information, clarify doubts, seek permission, etc.].

[Provide detailed information regarding your request or issue. Be clear and concise.]

I would appreciate your support in this matter and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Roll Number]