

[Your Institution's Letterhead]

[Date]

To,

The Registrar,

Jawaharlal Nehru Technological University (JNTU),

[University Address],

[City, State, Zip Code].

Subject: [Subject of the Letter]

Dear [Registrar's Name/Title],

I am writing to you on behalf of [Your Institution/Department Name]

regarding [briefly state the purpose of the letter].

[Provide detailed information or request related to the subject in clear, concise paragraphs.]

We kindly request your attention to this matter and hope for a positive response at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Designation]

[Your Institution/Department]

[Contact Information]

[Email Address]