

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

The Registrar
Jawaharlal Nehru Technological University (JNTU)
[University Address]
[City, State, ZIP Code]

Subject: Request for [Specify the purpose of the request, e.g.,
Transcript, Bonafide Certificate, etc.]

Dear Sir/Madam,

I am [Your Name], a student of [Your Department/Program] at JNTU, bearing the Roll Number [Your Roll Number]. I am writing to formally request [mention the specific request, e.g., "a copy of my academic transcript," "a bonafide certificate," etc.].

[Optional: Briefly explain your reason for the request, e.g., "I require this document to apply for further studies," "to submit for a job application," etc.]

I kindly request you to process my application at your earliest convenience. I have attached [mention any supporting documents, if applicable, e.g., "my identification proof," "the application form," etc.].

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Department/Program]
[Your Roll Number]