DISCONTINUATION REQUEST LETTER

From Date:\_\_\_\_\_\_\_\_\_\_\_\_

Name :

Register No :

Year / Branch :

Hostler : Yes / No

Mobile No. :

To

The Principal,

Government College of Engineering,

Salem - 636 011.

Through the Head of the Department

Sir / Madam,

 Sub : GCE, Salem - Discontinuation of the course - TC Requested - Reg.

\*\*\*\*\*

 I am studying B.E., / M.E., degree programme, \_\_\_\_ semester, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Branch) in GCE, Salem. Now, I wish to discontinue my course due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(reason). Kindly permit me to discontinue my course and provide my all Original certificates & TC.

Thanking You,

 Yours obediently,

(Signature of the Parent) (Signature of the student)

Forwarded and recommended

Last date of Attendance : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |
| --- | --- | --- |
| Class Advisor(Name with Seal) | CFA / HOD (with Seal) | Principal. |