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.

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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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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