

Dated: ___/___/___

To,
The Director, CIC
University of Delhi,
Delhi – 110007.

Subject: _____

Sir,
I, the undersigned would like to bring to your kind notice, that I _____

_____ (Mention Issue).

Therefore, it is requested to kindly consider _____

_____ (Prayer).

Thanking you in anticipation,

Yours sincerely,

Student Name _____

Roll No. _____

Course Name _____

Semester & Batch _____

Mobile No. _____

Signature _____

Recommended/Not-Recommended By Programme Coordinator.

Comments from programme coordinator, if any.

Signature of Programme Coordinator

Director, CIC