

DISCONTINUATION REQUISITION LETTER

Date :

From

To

The Dean
College of Engineering, Guindy
Anna University, Chennai – 600 025.

Through the Head of the Department

Sir / Madam,

Sub: CEG – Discontinuation of the course – requested – reg.

I am studying _____ degree programme, _____ semester,
_____ (Branch), _____ (Department) in
CEG Campus. Now, I wish to discontinue my course due to
_____ (reason). Kindly permit me to discontinue my course.

Thanking You,

Yours obediently,

(Signature of the Parent)

(Signature of the Student)

Office Use Only

**Class Advisor
(with Seal)**

Forwarded and recommended
**Head of the Department
(with Seal)**

DEAN, CEGC