

DISCONTINUATION REQUISITION LETTER

Date :

From

Name :

Roll No :

Branch :

Department :

Mobile No :

To

The Controller of Examinations,
Francis Xavier Engineering College,
Vannarpetai, Tirunelveli – 627 003.

Through the Head of the Department

Sir / Madam,

Sub: Discontinuation of the course – requested – reg.

I am studying _____ degree programme, _____ semester,
_____ (Branch), _____ (Department) in
Francis Xavier Engineering College, Tirunelveli. Now, I wish to discontinue my course
due to _____(reason). Kindly permit me to discontinue my degree.

Thanking You,
As a parent acknowledge the requisition letter

(Signature of the Parent)

Yours obediently,

(Signature of the Student)

Office Use Only

Forwarded to the COE
Permitted to Discontinue

Mentor

Recommended and submitted
Head of the Department
(with Seal)