To,

The Principal,

IPS Academy, Institute of Engineering & Science,

Rajendra Nagar, AB Road, Indore

Subject: .....................................................

Respected Madam,

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Kindly do the needful.

Thanking you in anticipation.

Yours sincerely,

(Sign & Stamp) (Sign)

Forwarded by HoD Name of Student:

................Department En No:

Comp. Code:

Mo. No:

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For Office use

Principal