

# **DISCONTINUATION REQUISITION LETTER**

Date :

From

Name :

Roll No :

Branch :

Department :

Mobile No :

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.

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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)

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Office Use Only

**Forwarded to the Director, KDC**  
Permitted to Discontinue

**Class Advisor**  
**(with Seal)**

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

**DEAN, CEGC**