

FORMAT OF LETTER

<DATE>

From

<Student Name>
<Roll No; Year, Sem, B.Tech., Branch>
IIIT, Una
NIT Campus, Hamirpur- 177005

To

The Director
IIIT Una
NIT Campus, Hamirpur- 177005

Sir,

Sub.:

{

Body of the Letter

}

Yours faithfully/
sincerely/
obediently/
truly

<Signature of the Student>