

DISCONTINUATION REQUISITION LETTER

Date :

From

To

The Dean
University College of Engineering Villupuram
Kakuppam, Villupuram – 605103.

(Through the Head of the Department)

Sir / Madam,

Sub : UCEV – Discontinuation of the course- requested – Reg.

I am studying _____ degree programme, _____ semester, _____
(Branch), _____ (Department) in UCEV campus. 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
UCEV.**