

# REQUEST FOR NCC DROPOUT

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Date:

Dr. G. SASI KUMAR

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Subject: Request for NCC Dropout

Respected SASI KUMAR Sir,

I hope this letter finds you in good health and high spirits. I am writing to formally request a dropout from the National Cadet Corps (NCC) program at GMR Institute of Technology. After careful consideration and evaluation of my personal circumstances, I have come to the decision that it is in my best interest to discontinue my participation in the NCC.

However, due to various personal reasons and the need to focus more intensely on my academic pursuits, I have realized that continuing my involvement in the NCC would be a significant challenge. As a student, I strongly believe that my primary responsibility lies in dedicating my time and efforts towards my educational goals and academic achievements.

I understand that withdrawal from the NCC requires official approval, and I kindly request your assistance in initiating the necessary procedures. Please consider this letter as my formal notification of intent to drop out from the NCC program, effective immediately. I would be grateful if you could update my academic records accordingly and notify the relevant authorities within the NCC regarding my decision.

Thank you for your attention to this matter. I look forward to your prompt response and guidance regarding the dropout process. I would like to express my sincere appreciation for your understanding and support throughout this process.

Yours sincerely,