

To
The Addressee,
Blah Blah Blah Address,
Blah Blah PINCODE

Through
The Head,
Your Department,
Your Institute

Through
Dr. XYZ / Prof. XYZ (Supervisor),
Your Department,
Your Institute

November 12, 2019

Respected Sir,

Sub: This is the letter subject

I was blah blah blah blah.

Thanking you

Yours sincerely,

Your name,
Your Roll Number,
Your Department,
Your Institute

Encl: Enclosure list goes here