



## The Elegant Arts and Science College Palakkad

### DISCONTINUATION REQUISITION LETTER

Name :  
Register No/CAP ID :  
Course : BA/B.Sc./B.Com  
Department :  
Admission year :  
Mobile No :

#### Through the Head of the Department

Sir / Madam,

I am studying \_\_\_\_\_ degree programme, \_\_\_\_\_ semester, \_\_\_\_\_  
(Department) in The Elegant Arts & Science College. 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 and recommended

Class Teacher

Head of the Department

Principal