

To,
The Principal,
M.K.E.S. College of Law,
S.V. Road, Malad West,
Mumbai-400064.

Subject: Request for Allocation of Subject Teacher for Internal KT Examination.

Respected Madam,

I am _____, a **student of** _____, [e.g., TYBALLB– Semester V], Roll No. _____. I am writing this letter to respectfully request the allocation of a subject teacher for the upcoming internal KT examination.

As per the academic requirements, I need to appear for the internal KT exam, and guidance from the concerned subject teacher is essential for internal assessment and other necessary preparations. Therefore, I kindly request you to assign a faculty member for the same at the earliest convenience.

The details of the same are attached below:

60: 40 Pattern		75:25 Pattern	
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Student details:

<u>Surname</u>	<u>Your Name</u>	<u>Father Name</u>	<u>Mother Name</u>
<u>Mobile No.</u>		<u>Seat No. of Previous Exam</u>	

<u>SR.NO</u>	<u>SUBJECTS NAMES FOR INTERNAL KT EXAM</u>

Date of submission: _____ Signature of Candidate: _____

Thanking you.

Yours obediently,
[Your Full Name]