

To

Date:-

The Dean Research,
GNA University,
Phagwara, Punjab.

Subject: Request for Research work Pre-Submission Presentation

Respected Madam,

With due respect, it is to state that I am a research scholar in your esteemed University, enrolled in Faculty/School of..... in the month/year having registration no-..... Since my research work entitled “.....”. You are hereby requested to arrange my pre-submission presentation as soon as possible.

Thanking you in anticipation

Yours Truly,

Name and Signature

GU-20.....

Remarks:-

Name and signature of Supervisor