

**General Application**

To  
**The Director**  
Hi-Tech Institute of Engineering & Technology,  
Plot No. 766, 26th KM Stone,  
Delhi-Hapur Bypass,  
NH-24, Ghaziabad 201015

Dated:.....

Through: **Program HOD**

Sub: .....

Respected Sir,

With due respect, I am a bonafide student of I/II/III/IV year of ..... program of academic batch 20.....-..... of the Institute.

I wish to submit my issue that .....  
.....  
.....

Hence, you are requested to .....  
.....  
.....

Thanking you.

Your faithfully

Signature:.....

Name : .....  
Admission No./ID : .....  
Program / Year : .....  
Phone No : .....  
E-mail : .....

*(The copy of cancel Cheque/ Bank Pass-book is to be attached in case of any refund)*