

Course
&
Test Series

Self-Made Assignment - MS Word

Create Label and Envelope in MS Word

You have to prepare an envelope

You have to prepare these addresses in the envelope. After writing the address ,write this application.

Envelope Address

Delivery address: Pink City, Jaipur, Rajasthan 225555

Return address : Gomti Nagar, Lucknow 2222610

Application Letter to Director Academics (Change of Course)

To,
The Director
Name of College
Address Line 1
City.

Subj: **Change of Course**

Dear Sir,

Respectfully it is stated that I have taken admission in Bachelors Program in fall semester 2021. I have taken the following courses in this semester:-

- a. _____ (Compulsory)
- b. _____ (Compulsory)
- c. _____ (Compulsory)
- d. _____ (Elective)
- e. _____ (Elective)

I have taken three classes of the course mentioned at para e, but I am unable to grasp the topic and find it quite difficult to understand. I have realized that I took the course without much thought and I do not have an aptitude for this course.

Since it is an elective course

 CBSE

 ICSE

 NTSE

 Banking & Insurance

 Central Govt. Service

 State Govt. Services

 LAW Entrance

 MBA Entrance

 Railways & Metro Services

...many more

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