

Date : /06/2016.

To,

**The Principal,**  
Maharashtra Institute of Technology,  
PUNE – 411 038.

**Subject :- Application for Change of Branch.**

Respected Sir,

I, \_\_\_\_\_ am a student of **S.E.** \_\_\_\_\_  
**Branch, Roll No.** \_\_\_\_\_ giving this application for **Branch Change** for the  
**Academic Year 2016-2017.**

My details of **Marks and Order of Preference regarding change of branch**  
are as follows :

**Result details :**

Marks Obtained /Out of	Class	if A.T.K.T. (How many Subject)
SGPA	Credit	if A.T.K.T. (How many Subject)

**Order of Preference for Change of Branch :**

Present Branch	Applied for Branch Change as per following order of preference
	i) ii) iii) iv)

The Xerox copy of my marksheet in support of above is enclosed herewith,  
kindly consider my application for change of branch.

Thanking you,

Yours faithfully,

**Mobile No.:**

( \_\_\_\_\_ )  
Name & Signature of  
the Student