

**To,
Dean (Academic)
National Institute of Technology Nagaland
Chumukedima, Dimapur
Pin: 797103, NAGALAND**

Date:

Sub.: Name of parents or relatives or friends to be invited to convocation 2019

Dear Sir

I, Mr./Ms.....(Name of graduating student in block letter) would like to intimate you that I am eligible for receiving the degree in Convocation – 2019 and would like to invite my parents/relatives/friends to the convocation. I shall be happy if you can kindly extend invitation to my parents / friends / relatives for the Convocation – 2019.

Details of my parents / relatives / friends are furnished below:

1. Name : _____

Relationship: _____

Address : _____

2. Name : _____

Relationship: _____

Address : _____

Date:

Signature of graduating student