Date

Student’s address

To: Director Undergraduate Studies/ Faculty of Architecture/ University of Moratuwa

Through;

Head/ Department of Town and Country Planning/ Faculty of Architecture/University of Moratuwa

Level 3 Coordinator, Department of Town and Country Planning

Dear Sir/ Madam

**Request for de-register the extra elective module Index No)**

I am …………………..(index no) who has registered for the Bachelor of Science Honours in Town & Country Planning degree program at Department of Town and Country Planning, Faculty of Architecture, University of Moratuwa.

I am regret to inform Administration of UOM that I have registered an extra elective module (course title/ module code) under Level … semester … by a mistake in the Learning management system.

I noticed this mistake ……………………………………………….

Further, please make the necessary arrangements for me to deregister from the above registered module in Level…. semester ……..

Thank You!

Your Faithfully,

……………………..

Name

Index No