B. S. K. COLLEGE

A Constituent unit of BBMKU, Dhanbad

P. O. MAITHON - 828 207, DIST. DHANBAD (JHARKHAND)
Website : www.bskc.in   e-mail : college@bskc.in
OFFICE OF THE PRINCIPAL

Ref. No. ....

Letter No. BSkc|cnem|15|2026

Dated ....

Dated ...18.|02|2026

To
The Administrative Team
GenNxt – Spirit of Technology
90/3/1 Kshetra Banerjee Lane
Howrah, West Bengal – 711102

Subject: Request for Reactivation of College Email ID

Respected Sir,

I hope this message finds you well. I am writing to request the restarting/reactivation of our college email ID, which has been inactive for some time. Due to this issue, we are facing several difficulties in accessing important academic updates, official notifications, and communication related to institutional activities.

The college email ID is essential for:
- Receiving official circulars and notices
- Accessing academic resources and online platforms
- Communicating with faculty, departments, and administrative units
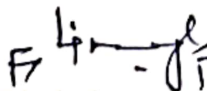- Completing various academic and administrative procedures

In the absence of an active email ID, many of these processes are being delayed, causing inconvenience to everyone.

I therefore kindly request you to reactivate the college email ID at the earliest so that we may continue our academic activities smoothly and without disruption.

I shall be grateful for your prompt support in this matter.

Thanking you,

Yours sincerely,

18/02/2026

Principal