

REQUEST LETTER

Date: _____

To
The Principal

_____.

Respected Sir,

Sub: Request to cancel my opted College Hostel/Bus facility –reg.

With reference to the above cited subject, I _____ am studying _____ in our college bearing Reg.No: _____ for the academic year _____. I am requesting you to cancel my opted College Hostel/Bus facility due to my personal reasons from _____ (Month & Year). Kindly accept my request and oblige.

Thanking you sir,

Signature of the student

For Office Use Only

Application Status (Fresh/Renewal): _____ Dues if any: _____

Amount of Fee Paid: _____ Receipt No & Date: _____

Signature of Warden/Bus in-charge

Signature of Accountant

Signature of in-charge

Signature of Principal