

To

The President/Principal

Shombhunath college of education

Raheemabad, Prayagraj

Date :- 27/5/23

Subject :- Request letter for fine cancellation

• Respected Sir.

With all due respect, I am a student of your college from your BBA Department in 2nd year. I have been fined charged for not paying my fees on time last month. Therefore I want to tell you that my father financially condition was not right last month (due to which I could not pay on time. And I assure you that I will pay my college fees on time.

I request you please cancel the fine imposed on me. I hope you can do this for me.

Thanking you
Yours Sincerely

Abhishek Das

IVth Semester

College ID :- 215BBA 0103 ✓

1000/- Due (Fines)

Q

27/05

Fine exempted
27/5