

To,
The Principal/President
Shambhunath college of education
Raheemabad, Prayagraj

Date: 27/05/2023

Subject: Request letter for fine cancellation

Respected sir

With all due respect, I am a student of your college from 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's financial 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

Yogita Budhwani

IVth Semester

College ID: 21SBBA0062

1000/- (Five)
29/5

Exempted fine

27/5