

To,

The President/Principal
Shambhunath college of education
Raheemabad, Prayagraj

Date - 29/05/23

Sub: 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 charged for not paying fees on time last month. Therefore I want you to tell you that my father's financial condition was not right last month. I assure you that I will pay my fees on time. ~~for~~

I request you please cancel the fine imposed on me. I am grateful for this.

Thanking you

Yours Sincerely

Pragyan Kesarwani

IVth Semester

College ID - 21SBBA0058