

To,  
The HOD  
Shambhurnath Institute  
of Engineering and  
Technology.

Subject - Fee concession

Respected sir,

I am Anshika Pandey of B-tech 1st year.  
I am writing this letter for request for a  
concession on my college fee.

I will be highly obliged if my request  
can be kindly considered

Rs = 15000/-

Yours sincerely  
Anshika Pandey  
B-tech 1st year

ID :- 22BTC50324

K. K. Rawar