

To,
the president
Uttam Shambhunath Institution
Jhaluwa, Prayagraj.

Subject: Application for fee reduction.

Dear Sir,

I hope this letter finds you well.

I am Shruiti Pandey, a student
of MBA II year at Shambhunath

Institute of Management. I am writing
to kindly request a reduction in my
academic fees for the 2nd year.

Due to reason my mother is undergoing
treatment for serious illness and surgery
and my father is farmer due to
I am not able to pay full
amount of fees.

Amount Rs 5000/-

28/12/24

Yours sincerely
Shruiti Pandey
Student I'd - 23MBA50043
Department - MBA (SIM)
Contact - 6387847112