

To
The Manager (R.K. Singh Sir)
Shambhurnath Institute of Engg and Technology

Date: 21 August, 2025

Subject: Request for fee reduction for MBA Program.

Respected Sir,

I am writing to request a reduction in MBA fees at SIET, as I am currently facing financial hardship. Despite my strong academic record and determination to pursue higher education, my limited resource make it difficult to afford the full cost. I am committed to contributing positively to your institution and believe this program will greatly enhance my career. I kindly ask you to consider my application for financial assistance or a fee concession. I am happy to provide any necessary documentation to support my request.

Please reduce my fees-----

Thank you for your time and consideration.

Yours Sincerely,
Harsh Mishra

 15/8

Student Id - 25MBAS0072

Name - Harsh Mishra (MBA)