

To
The Director
Shambhunath Institute of Engineering & Technology
Thalwa, Prayagraj

28 August 2025

Subject: Requesting for a concession of fee.

Sir,

I am Anshika Varma studying in BTech 3rd year (CS) in your esteemed institution. I am writing this letter to request you for a fee concession because of my financial status I am not able to deposit my fee.

Kindly consider my request & grant a fee concession.

Yours Sincerely

Anshika Varma (2301620100033)

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R K Lawani

29/08/2025

R K Lawani