

To,

The Finance office

Shambunath institute of engineering  
and Technology (SIET)

Jhalwa prayagraj

Date - December 20, 2025

Subject - Request for deduction of ₹ 10,000

Respected Sir,

I am writing to formally request a technical adjustment to my pending fee balance. I am a student of MBA (SIET) currently in 1st semester.


I would like to bring to your attention that I have been granted by a fee concession of 10,000.

I kindly request you to update my fee record and deduct this amount from my total dues.

Thanking you

Yours sincerely

Rifa Mashkoor



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