

Name of student.....

Class:.....

Contact No.:.....

Date:.....

To,

Principal

Pune District Education Association's

Shankarrao Ursal College of Pharmaceutical

Sciences and Research Centre, Kharadi, Pune-14

Subject: Regarding instalment for paying the fees.

Respected Sir,

I the undersigned would like to state that, I have passed _____ in the academic year _____ and wish to take admission in _____ for the academic year _____. I hereby request you to permit me to pay the fees in instalments. At present I am paying the amount of Rs. _____ out of the total fees. I assure you that, I will pay the remaining fees Rs. _____ on or before _____. If failed to do so, disciplinary action can be taken against me.

Kindly consider and oblige.

Thank You

Yours Faithfully

Signature of Student _____