

To
The Principal
Raja Peary Mohan College
Uttarpara, Hooghly

Sub: Cancellation of Admission & Refund of Admission Fees

Respected Sir,

I was admitted to your College in 1st Semester Course for the session 2024-25 and cancelled my admission on..... I therefore request you to make necessary arrangement so that I can get the refund of my Admission Fees as early as possible. The following is the details of my online admission:

1. Name :
2. Date of Birth:
3. Application No. :
4. Stream: B.A/B.Sc/B.Com (Honours / MDC)
5. Honours Subject (if Applicable):
6. Amount of Admission Fee:
7. Date of Payment:
8. Transaction ID:
9. Bank Account Number(for Refund):
(Only Candidate/Father/ Mother)
10. IFSC code:

The following documents are attached along with the Application:

1. Photocopy of Admission Fee Payment Receipt
2. Photocopy of Cancelled Cheque & First Page of Bank Passbook

Yours faithfully,

Date:

Signature of the Candidate

Signature of the Father/Mother