

Date :

To,
The Principal
DJMIT,Mogar

Sub: - Request for Part Payment/Late fees

Respected sir,

Myself.....studying in
Branch..... in Semester. My Enrollment.
No..... I have
(Reason) pay the fees late.

Please allow me to pay Part Payment / late fees.

1. My part payment will be paid up to date:-.....
2. My Tuition Fees will be paid up to date:-.....

Thanks.

Sign
Students Name
Contact no:

Class coordinator

HOD

Principal

Accounts Dept.