

To
The Principal
Vivekananda Mahavidyalaya
PO-Sripally, Dist-Purba Bardhaman, Pin-713103

Sub: Prayer for cancelation of my admission & refund of admission fee

Respected Sir,

With due respect I would like to inform you that I admitted in the subject in your institution on Now I admitted in other college and want to cancel my admission of Vivekananda Mahavidyalay (Day section/Morning section). Kindly refund my admission fee as per government order.

Bank details for refund of admission fee is given bellow:

Bank name	
Branch name	
Account Number	
IFS Code	

Thank You.

Yours' faithfully

Date: _____

.....

(Full signature of the applicant)

Name: _____

Registration ID: 122200_____

List of enclosure:

- 1.Application Form
2. Payment slips for admission

Candidates have to sent the above said particulars to our college admission helpdesk e-mail: vmbdnhelpdesk2020@gmail.com from their registered e-mail id mentioned in the application form.

Application sent from other e-mail id will not be accepted.