

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

**Sub: Prayer for cancellation of my admission & refund of admission fee**

Respected Sir,

With due respect, I would like to inform you that I took admission to the subject /course..... in your institution on .....Now I have taken admission to another college/institution and want to cancel my admission of Vivekananda Mahavidyalay (Day section/Morning section). You are requested to take necessary action in this regard and refund my admission fee as per rules and regulations.

Bank details for refund of the admission fee are given below:

Bank name	
Branch name	
Account Number	
IFS Code	

Thank You.

Yours' faithfully

Date: \_\_\_\_\_

.....  
(Full signature of the applicant)

Name: \_\_\_\_\_

Registration ID: 122200\_\_\_\_\_

List of enclosures:

- 1.Application Form
2. Payment slips for admission

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Candidates have to send the cancelation form to the particular Email Id: [vmbdnhelpdesk2020@gmail.com](mailto:vmbdnhelpdesk2020@gmail.com) from their registered email Id only.

**The application for admission cancelation sent from another email id will not be accepted.**