

Ref No.:

Date:

To,

Sub: Immediate payment of fees due

Dear

It is observed that you are required to pay Rs. _____ as fees for the academic year 2018 – 2019.

You were informed about the fees due by circulating the notice in the class room taking due acknowledgement from you / displaying the notices on the notice boards / informing you and sending SMS on the registered mobile number with the college.

You are requested to pay the fees latest by January 10, 2019 failing which disciplinary action will be initiated against you which may include cancellation of your admission / debarring you from appearing for the examination.

Yours faithfully,

Principal