

Request letter to Issue Fee certificate

Date:.....

To
The Principal
Bal Bhavan International School
N.H-1, G.T. Road, Gannaur,
Distt. Sonipat, Haryana-131101

Subject: Request to Issue Fee certificate

Dear Sir/ Madam

I parent of Studying in Class
..... Section Admission No. would request you to kindly issue us
fee certificate for
.....

Hereby I wish to state that all the balances of my ward has been cleared till date.

I understand that this process will take minimum three working days period to issue us
Fee Certificate and will be done only after the checking and verification of payments
made by us.

I stand in cooperation with school norms.

Thanking you

Yours sincerely

(Name & Signature of parent)