

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 took admission to the subject /course..... in your institution onNow 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 (A/c No. must be in the name of applicant)	
Name of the Account holder (A/c No. must be in the name of applicant)	
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 send the cancelation form to the particular Email Id: vmbdnhelpdesk2020@gmail.com from their registered email Id only.

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