

Dated :-

To
The Principal
Sant Ishar Singh Ji Memorial Pubic School (10+2)
Karamsar Rara Sahib
Ludhiana

Subject : Refund of **Security Fee** / Issue **School Leaving Certificate** of my ward.

Respected Sir/Madam

Please refund the Security Fee / School Leaving Certificate of my ward as early as possible.

His / Her particulars are given below :

- Admission no : Board Roll no :
- Name of the Student :
- Father & Mother Name :
- Address :
- Mobile no :
- Class in which read at time of leaving the school (Pass/Fail)
- Date & Year of Admission :
- Date & Year of Leaving the school :

Signature of Parents/Guardian

Principal

(OFFICE USE ONLY)

No Amount/Books/Articles etc is due against the above said students as on

- | | |
|------------------------|------------------------|
| • Class Incharge | • Store Incharge |
| • Science Dept. | • Librarian |
| • Sports Dept. | • Fee Clerk |

Particular for Refund of Security :

- Amount of security
- Deduction if any
- Net amount refunded
- Mode of refund (Cheque no)
- Date of refund

Parents/Guardian

Accountant

Principal