

To

The principal

GEC Bhubaneswar, Odisha

(Sub – Application for Demand letter)

Respected Sir,

My name is Aditya Mohapatra and currently pursuing BTech in CSE(AIML) (Regd. no- 2301292411). Now I am promoting from 2nd semester to 3rd semester. I am getting fee regarding notice for 3rd semester. I am also applied under Education loan. So my bank will be pay for this semester that's why a Demand Letter will be required which is given by college. So I am requested for a demand letter and please clearly mention all payments separately(like course fee, transport fee etc).

So kindly request you sir, please consider my above case and issuing a demand letter that's why I will thanks full to you.

Date -

Yours obedient

Aditya Mohapatra

Regd. No-2301292411