

To:
Director Sir,
Madhav Institute Of Technology & Science, Gwalior

Date: 14th March 2023

Subject: An application for accepting the cheque.

Respected Sir,
I hope this message finds you well. I am writing to inform you that I have recently received a cheque. The cheque is for Rs. 33,800 and is from Shukre Illahi (Alimaan Charitable Trust) for the payment of my fees for the 4th semester.

Kindly accept my fees through this cheque. As per the instructions provided by the scholarship authorities, I am required to submit the cheque for payment directly to the institute. Hence, I kindly request you to accept this cheque and process my scholarship payment.

I hope that you will consider my request and facilitate the smooth processing of my scholarship payment. I thank you in advance for your time and cooperation in this matter.

Thank you

Yours truly,
Adam Pithenwala
B.Tech AIDS 2nd Year

Signature :