**Request for Fee Concession from Hostel Incharge**

To,  
The Vice Chancellor,  
Women Hostel (adjacent to) Deepak Institution,  
Bombay, India.

**Subject: Fee Concession for Hostel Dues**

Respected Sir,

With due honour and respect, it is to state that I am in charge of Women Hostel of Deepak Institution and serving here from the last five years. The reason why I am writing this application to you is the outstanding fee structure of hostel, which is increasing day by day. The ladies residing in the hostel are coming to me for filing their complaint against this. Kindly consider their complaints and give fee concessions to the ladies whose applications are attached with this main application. Thanking in anticipation.

Yours Truly,  
Head In charge,  
Deepak Women Hostel,  
7 th November,2016