**SUB: REQUEST REGARDING LAST INSTALMENT.**

Dear Sir,

This mail is to request you to give us some more time for paying our last instalment.

As you know sir, we are left with two more exams of CTS assessment and even our interview, most of our parents are not willing to provide us with the last instalment amount. We were supposed to complete our courses along with all the assessment exams on 18th june,2019 but as of today we are not yet done with the exams and even there is no clear date of completion of the exams and placement procedures, the reason for which our parents are highly worried about the on goings. They have been repeatedly asking us in regard to the status of the placement assured in CTS after this course and regarding the unexpected delay of the course but unfortunately, we are unable to provide clear view to them.

Under this above circumstance, we request you kindly to take the matter into consideration and give us some more time until all our exams and interviews are cleared so that our parents are convinced for the last instalment.

Thanking You,

Yours faithfully,

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