

**EDWARD MUTETHIA MURITHI,  
REG NO SC150/0115/2022,  
MURANG'A UNIVERSITY,  
0708194272  
[murithiedward330@gmail.com](mailto:murithiedward330@gmail.com)**

**August 8, 2025**

**REGISTRAR ACADEMIC, RESEARCH, STUDENT AFFAIRS,  
MURANG'A UNIVERSITY OF TECHNOLOGY,  
P.O BOX 75-10200,  
MURANG'A, KENYA**

**SUBJECT: REQUEST FOR TRANSFER OF FEES OVERPAYMENT**

Dear Registrar,

I hope this letter finds you well. I am writing to kindly request the transfer of my fees over-payment to cover for my graduation fees. I'm a final year student at the university and my details are as follows, Edward Mutethia Murithi, Registration number SC150/0115/2022, pursuing a Diploma in Information Communication Technology. I have confirmed there is an over-payment of Ksh. 8000. I'm kindly requesting Ksh. 5200 to be transferred to cater for the graduation fees. I appreciate your assistance and support in facilitating this request. Please let me know if any further documentation or action is required on my portal, or by emailing me.

**Yours faithfully,**

**Edward Mutethia Murithi.**