

To,

The Office of the Registrar

The International Department

Chandigarh Engineering College

Jhanjeri, Mohali, 140307

Request for Extension of Fee Payment Due to Frozen Bank Account

Respected Sir/Madam,

I hope this letter finds you well. I am writing to formally inform you that I am currently facing an issue with my bank account, which has been frozen due to unforeseen circumstances. Unfortunately, the funds required for my university fees are in this account, and despite my continuous efforts to resolve the issue, the bank has been delaying the unfreezing process.

Due to this situation, I am unable to make the required payment for my college fees within the stipulated deadline. I sincerely request the college to consider my circumstances and grant me an extension for the payment until my bank resolves this issue. I am in touch with the bank and am doing my best to expedite the process.

I kindly request your understanding and support in this matter. Please let me know if any additional documents or information are required. I assure you that I will complete the payment as soon as my account is restored.

I would be grateful for your consideration and a positive response at the earliest.

Thank you for your time and support.

Thanks,

Mohand Ahmed Adam Hussain

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