

Name of student:
Department (course):
Enrollment no:
District:
Contact no:

To,
The Principal,
Government Polytechnic for Girls,
Ahmedabad

Subject: Regarding non-receipt of _____ scholarship for the year 20 - 20

Respected Sir,

In reference to the subject, I am studying in _____ semester in _____ branch with Enrollment Number: _____. I have not been detained and I am a regular student. I have not received _____ scholarship for the year 20 - 20. I request you to kindly look into the matter and oblige.

Thanking you.

Yours faithfully,

Forwarded through HOD

Enclosures:

- i) Copy of scholarship application
- ii) Copy of passbook entry till date
- iii) Copy of aadhaar card