From:

Satyendra Singh

2nd Year , CS Department KIET Group of Institutions, Ghaziabad, 201206.

To:

The Joint Director KIET Group of Institutions, Ghaziabad, 201206.

Date: August 4th , 2023

Respected Sir,

Reg: Requesting Submission of fees in two installments

With due respect I would like to inform you that, due to certain financial crisis at my home I am not in a position to submit my entire academic fees at once, Therefore, I kindly request permission to make the payment in two installments to ease the burden on my current financial situation.

The total fees for my B.Tech Course amount to Rupees 1,22,000. I propose the following payment schedule:

* First Installment: Rs. 60,000 before 20th August 2023
* Second Installment: Rs. 62,000 in the mid of October(15 october) I assure you that I will fulfill both payments within the specified dates. This arrangement will enable me to meet my financial responsibilities without compromising my dedication to my studies. I hope you will consider my request and do the needful.

Thanking You.

Yours faithfully

Satyendra Singh.

CS Department,