The Principal,

Address

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Address

Dear Sir/Madam,

**Sub**:-Registration of Youth Red Cross

**Ref**:-Your Letter No: **0123456789** Date**: DD-MM-YY**

\*\*\*\*\*\*\*\*\*\*\*

We acknowledge with thanks the receipt of **Bank Draft** / **Cheque No: 0123456789** Dated: **DD-MM-YY, Bank details for about one whole line**

for **Rs.1,500**/- (**Rupees One Thousand Five Hundred Only**) towards onetime payment of College Registration.

Receipt No**: 12345678** Dated**: DD-MM-YYYY** for **Rs.1,500/-** is enclosed.

Participation of students in Red Cross activities promotes understanding and accepting of civic responsibility and maintaining a spirit of friendliness.

Thanking you,

Yours truly,

**General Secretary**