



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES,
(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu)
CHITTOOR-517127, A.P.

Dated: 2025-04-17

From
PRINCIPAL,
SITAMS COLLEGE

To
Kesar

18, Suryanarayana Street, Rajahmundry, Andhra Pradesh – 533101

SUBJECT: - FEE PAYMENT PENDING - Kavya (Roll Number: 22751A0506)

Dear Kesar,

We hope this letter finds you well. We are writing to kindly remind you that the fees are unpaid for your child, Kavya. As of 2025-04-17, the outstanding amount is 50000.

Please find the fees details as mentioned:

YEAR	PAYABLE	PAID	PENDING
1st Year	35000	35000	0
2nd Year	35000	10000	25000
3rd Year	35000	10000	25000

We kindly request that you settle the outstanding balance by 2025-04-26. If you have already made the payment, please disregard this notice.

If you have any questions or require assistance with the process, please feel free to contact us.

Thank you for your attention to this matter, and we look forward to your cooperation.

Sincerely,
PRINCIPAL
SITAMS COLLEGE