



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

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Dated: 2025-04-17

From

PRINCIPAL,  
SITAMS COLLEGE

To

Shobha

101, Katuru Road, West Godavari, Andhra Pradesh – 534002

**SUBJECT: - FEE PAYMENT PENDING - Karthik (Roll Number: 22751A0516)**

Dear Shobha,

We hope this letter finds you well. We are writing to kindly remind you that the fees are unpaid for your child, Karthik. As of 2025-04-17, the outstanding amount is 15000.

Please find the fees details as mentioned:

YEAR	PAYABLE	PAID	PENDING
1st Year	35000	20000	15000
2nd Year	35000	35000	0
3rd Year	35000	35000	0

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