



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
Meenakshi

45/12, MG Road, Vijayawada, Andhra Pradesh – 520001

SUBJECT: - FEE PAYMENT PENDING - Neha (Roll Number: 22751A0501)

Dear Meenakshi,

We hope this letter finds you well. We are writing to kindly remind you that the fees are unpaid for your child, Neha. As of 2025-04-17, the outstanding amount is 93000.

Please find the fees details as mentioned:

YEAR	PAYABLE	PAID	PENDING
1st Year	108000	108000	0
2nd Year	108000	65000	43000
3rd Year	105000	55000	50000

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