

To  
The Registrar  
SRM University  
Harayana

27 September, 2018

Sub: Request for adjustment of tuition fee and printed payment receipts

Respected Sir,

I am Biswabijaya Samal (Reg. No. 10316210035), studying B.Tech. CSE in 3rd year at prestigious SRM University, request you to convey finance department to adjust my refundable caution hostel fee (Rs 10,000) with the career development fee in tuition fee. I didn't take the hostel facility in the beginning of this session.

The second request is to kindly update the tuition fee payment status of Rs. 1.5 lakhs, which has been transferred to University account from Union bank of India with UTR.  
**UBINH18270378042**

The third request is to get the printed fee payment receipts of all my fee payments for last three years required for parent's record.

Thanking You

Yours truly  
Biswabijaya Samal