

To,
The Head of Department,
Greater Noida Institute of Technology,
Greater Noida

Subject: Request for Fee Submission Extension and Relief from Extra Welfare Fine Charge

Respected Sir,

I hope this letter finds you in good health. I am writing to formally request an extension for the submission of my semester fees due to some unforeseen financial difficulties. Currently, I am facing challenges in arranging the required funds within the stipulated deadline, and as a result, I have been unable to submit the fees on time.

I understand the importance of timely payment and sincerely apologize for any inconvenience caused by this delay. I am working hard to resolve the situation and would appreciate it if you could kindly grant me an extension of 20 Days to settle the fees. Additionally, I humbly request that the extra welfare fine charge, which has been levied due to the delay, be waived as this issue is beyond my control.

I assure you that I am committed to completing the payment as soon as possible and would be grateful for your understanding and assistance in this matter.

Thank you for considering my request. I look forward to your positive response.

Yours sincerely,

Monu Saini

MCA (2nd year/ 3rd semester)

Roll No.: 2301320140077

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