Date: 2018-Sept-09

To

The Principle

Paschimanchal Campush

Subject: Request for Admission Cancellation

Dear Sir,

I had enrolled in this campus for Bachelor in Civil Engineering. I had fulfilled all the necessities including all the required fees. But now, I have been selected for the same in Thapathali campus, Kathmandu. As few of my family member stays there, it would be lots more easier for me to study in Kathmandu than to move in Pokhara.

Therefore, I request you to cancel my admission and revisit my advance fee payment so that all the requirements are done duly on time. I would also need a certificate indicating my successful admission in your school so that I have a proof and I do not get any complexity in getting admitted in the new school/college.

 I will be highly obliged to you for this kind proceeds.

Thanking you;

Yours sincerely,

Aadityananda Jha

IOE-Roll: 2075-9633