School of Engineering and Applied Sciences

Kampala International University

Gaba Road, Kabalagala –Uganda

P. O Box 20000, Kampala.

1st February, 2018

The Deputy Vice Chancellor Finance and Administration,

Kampala International University, Uganda

***Through,***

The Director Human Resource

Kampala International University, Uganda

Dear MA,

**REQUEST FOR DEDUCTIONS FROM MY SALARY TO PAY MY TUITION FEES**

I hereby requesting your office to offer me with an opportunity to clear my tuition fees with relative affluence without extra charge payment, Ma, my closing balance for this semester is **$480 (January – May 2018 )** and next semester **$1080 (August – December 2018 )** totaling **$1560** by deducting this from my salary for the period of five months **(February – June , 2018)** on the ration of **($300 - $300 -$300 - $300 - $360).**

The details of my entry are as follow:

Name: **IBRAHIM ADABARA**

Registration Number: **1165-04256-10227**

I appreciate your usual assistance and consideration. With many thanks.

Your faithfully,

Ibrahim Adabara