

To

The Head of Department,
Graphic Era University
Dehradun ,Uttarakhand

Date:22/02/2023

Respected Sir,

I am writing to request your kind consideration in allowing me to complete my semester registration, even though I have not yet paid my complete academic fee.

I am currently facing some financial difficulties and I am unable to make the full payment at this time.

I understand that the deadline for fee payment has already passed, and I am willing to pay the late fee fine but I am eager to attend all of my classes and mark my attendance on the ERP system. I do not want to miss any classes or assignments as it will negatively affect my academic performance. I assure you that I am doing my best to arrange the required funds to make the complete payment as soon as possible.

In the meantime, I request you to kindly permit me to register for the current semester and mark my attendance on the ERP system. I would be grateful if you could grant me this favor, and I promise to make every effort to pay the remaining amount as soon as possible.

Thank you for your time and consideration.

Yours Sincerely,

Kamlesh Singh Bisht

Sec-I

Univ Roll No. 2016802