

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,

Tanishk Saini

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Univ Roll No. 2017086