C/o Praise Presbyterian Academy,

Post Office Box-EK 019,

Takoradi.

2nd November, 2017.

The Vice Chancellor,

University of Mines and Technology,

Post Office Box 237,

Tarkwa -Ghana.

Dear sir,

REQUEST FOR REFUND

I, Asiedu Solomon with index number 42401516 and student number 0007716 wish to apply for refund of my school fees.

I am reading Bsc. Computer Science and Engineering and under a scholarship from Goldfields Ghana Ltd.

I have been given a receipt of Ghc 3,000.00, hence wish to apply for a balance of Ghc 1,201.02 since my school fees is Ghc 1,798.98. Please Sir, attached to this letter is my official receipt.

I hope to be given maximum consideration.

Thank you.

Yours faithfully,

…………………….

Asiedu Solomon

(0236256694)