**From**

R.Varahsamy ( F/O V. Badhri Narayanan)

48, Sri Abirami Nagar, SrinivasaNallur

**Thirunageswaram P.O, Kumbakonam**

**Phone : 91 – 9443513081 , Email : Rvsamy80@gmail.com**

**To**

The Admission Officer / Principal

Dwaraka Doss Goverdhan Doss Vaishnav College

NO.833, E.V.R. Periyar High Road,

SBI Officers Colony, Arumbakkam, Chennai, Tamil Nadu 600106

**Subject: Request for Withdrawal of Admission and Issuance of Transfer Certificate (TC)**

**Reference :**

**Roll No : 24E0815**

**Department : B.COM General ( C) – Evening College**

Dear Admissions Officer / Principal

I am writing to formally request the withdrawal of my admission to the B.COM (General) at your college.

I understand that I was recently granted admission, and I am grateful for the opportunity to have been considered. However, due to unforeseen personal circumstances, I am unable to join further in your colleage with my admission at this time.

I kindly request that you process my withdrawal of admission and issue a Transfer Certificate (TC) at your earliest convenience. This will enable me to explore alternative educational paths in the future.

I apologize for any inconvenience caused by my decision, and I wish the college and its students all the best.

Thank you for your understanding and cooperation in this matter.

Sincerely,

Place :

Date :

**From**

R.Varahsamy ( F/O V. Badhri Narayanan)

48, Sri Abirami Nagar, SrinivasaNallur

Thirunageswaram P.O, Kumbakonam

Phone : 91 – 9443513081 , Email : rvsamy80@gmail.com

**To**

The Admission Officer / Principal

Dwaraka Doss Goverdhan Doss Vaishnav College

NO.833, E.V.R. Periyar High Road,

SBI Officers Colony, Arumbakkam, Chennai, Tamil Nadu 600106

**Subject: Request for Withdrawal of Admission and Refund of Fees**

**Ref :**

**Roll No : 24E0815**

**Department : B.COM General ( C) – Evening College**

Dear Admissions Officer / Principal

I am writing to formally request the withdrawal of my admission to the B.COM (General) at your college.

I understand that I was recently granted admission, and I am grateful for the opportunity to have been considered. However, due to unforeseen personal circumstances, I am unable to join further in your colleage with my admission at this time.

In addition to withdrawing my admission, I would also like to request a refund of the fees I have paid for the first year of the program. I have enclosed a copy of the fee receipt for your reference.

Please refer Transaction details in the enclosed fee receipt. Please find the enclosed bank details for your reference to refund the fee paid originally for this admission.

I apologize for any inconvenience caused by my decision, and I hope you will consider my request for a refund. Thank you for your understanding and cooperation in this matter.

Sincerely,

Place :

Date :

**Enclosures:**

* Copy of fee receipt
* Bank Neft Details to issue a refund.

**From**

R.Varahsamy ( F/O V. Badhri Narayanan)

48, Sri Abirami Nagar, SrinivasaNallur

Thirunageswaram P.O, Kumbakonam

Phone : 91 – 9443513081 , Email : rvsamy80@gmail.com

**To**

The Admission Officer / Principal

Ramakrishna Mission Vivekananda College (Autonomous)

#70-72, PS Sivasamy Salai, Kattukoil Garden, Mylapore, Chennai, Tamil Nadu 600004

**Subject: Change of Communication Address (Local Residence)**

**Ref: Application Number :**

Dear Admissions Officer

I am writing to inform you of a change in my communication address.

C/O – Ramanujam T.S

P.No 18/1, A-1

Mahalakshmi Flats, Muthusamy Street, Srinivasa Nagar

New Perungalathur, Chennai. 600063

Phone : 91 -9840746644

Email : Ramanujam.sri@gmail.com

I request you to kindly update my records with this new address for all future correspondence related to my admission. As I am now residing locally, this address will be the most convenient for all communications.

Thank you for your time and attention to this matter.

Sincerely,

Place :

Date :

**From**

Ramanujam T.S

P.No 18/1, A-1, Mahalakshmi Flats, Muthusamy Street,

Srinivasa Nagar, New Perungalathur, Chennai. 600063

Phone : 91 -9840746644

Email : Ramanujam.sri@gmail.com

**To**

The Admission Officer / Principal

Ramakrishna Mission Vivekananda College (Autonomous)

#70-72, PS Sivasamy Salai, Kattukoil Garden, Mylapore, Chennai, Tamil Nadu 600004

**Subject: Letter of Guardianship for V.Badhrinarayanan College Admission**

**Ref: Application Number :**

Dear Admissions Officer

I am writing this letter to confirm that I, Ramanujam T.S will be acting as the legal guardian for my nephew, V.Badhrinarayanan during his studies at Ramakrishna Mission Vivekananda College (Autonomous)

V.Badhrinarayanan has been accepted into the B.COM (General) – Day Colleage for the Academic Year 2024-25 and I am fully committed to supporting him throughout his academic journey. I will be responsible for his well-being, financial support, and any decisions related to his education and college life.

Please feel free to contact me if you require any further information or have any questions.

Thank you for your time and consideration.

Sincerely,

Place : Ramanujam T.S

Date : Uncle of V.Badhrinarayanan