

Dear Sir/Madam,

Subject: Request for Caution Fees Refund

I hope this letter finds you well. I am writing to formally request a refund for caution fees for 2017-2021 at Haldia Institute of Technology. Below are the relevant details regarding my request:

Student Name:

Student ID Number:

Program/Course:

I have reviewed the college's refund policy and believe that I meet the eligibility criteria for a refund. Attached to this letter are the necessary documents to support my request, including:

1. Chhalan
2. Bank Passbook Copy

I would appreciate it if you could process this refund at your earliest convenience. Please inform me if there are any additional steps I need to take or further documentation required to complete this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,