Date: / /

To,

The Principal/ HOD,

RJSPM’s Arts, Commerce & Science College,

Landewadi, Bhosari, Pune-39

**Subject: Request for Fee Installments.**

**Applicant Name:** Class: Roll No.:

Respected Sir,

I wish to take / I have taken admission in the class FY / SY / TY Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am writing to respectfully request the option to pay my admission fees in installments. Due to unforeseen financial difficulties, I am currently unable to pay the full amount in one installment.

I assure you that I will adhere to the proposed payment schedule and make every effort to meet the installment deadlines. I am more than willing to discuss the details further and provide any necessary documentation to support my request.

Thank you for considering my application.

Yours sincerely,

Name & Sign

Office Remarks: