Date: / /

To

The Principal

School/College Name :…

Address and Location :…..

**Subject: Prayer for Remit Late Payment Fee**

Sir,

With due respect and humble submission, I beg to say that I am a student  of your school in (class: , roll : , section : …). I have not paid my school/college fees for the month of ……. Today, I have brought my fee to pay. This delay has been due to my father’s illness/financial problems.

Therefore, I pray and hope that you would be kind enough to remit my late payment fine and oblige.

Your Obedient Student

Name :

Class :….

Section :….

Roll :….