

From

.....
.....
.....

To

The Principal
Ma'din Polytechnic College, Malappuram

Sir,

Sub: * Polytechnic college admission 2012-13 – change of admission from management quota to merit quota – refund of excess amount of fees remitted – request regarding;

Ref.: Receipt No. Datedof Ma'din Polytechnic College.

I am a student admitted in Ma'din Polytechnic College for the Diploma course in

..... Engineering during this year. Now I have been selected

under merit quota for the same/..... Branch in Ma'din Polytechnic College following the counseling at Govt. Polytechnic College, Perinthalmanna on

..... I have already remitted **Rs 24000.00** (*Rupees Twenty Four thousand only*) towards the fees at the time of admission earlier vide receipt number referred to above. I therefore request you to kindly refund me the excess amount of fees levied from me after deducting the actual fees payable by me for admission under Govt. quota. Copy of the receipt is submitted herewith.

Yours faithfully,

Name and Dated Signature of the Student

Date:

Place: *Malappuram*