

Hyderabad

Date:

From:

Name of the Student :

Hall Ticket No. :

Parent Name :

To

The Principal,  
Chaitanya Bharathi Institute of Technology,  
Kokapet Village, Gandipet, Ranga Reddy District.

Dear Sir,

Sub: Fee refund / partially adjustment and partially refund / adjustment and submission of bank account details – reg.

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With reference to the above, I am herewith submitting my / my parent bank account details and also enclosing herewith a copy of front page of Bank Passbook / cancelled cheque with name.

Name of the Student / Parent :

Bank Account No. :

Name of the Bank & Branch :

IFSC Code :

I request you to credit the refund amount to the above mentioned account. I also herewith enclose the copies of fee receipts paid earlier.

Yours faithfully,

Signature of the Student

Mobile No.

Signature of the Parent

Mobile No.

Encl: Front page of Bank pass book / cancelled cheque with name