Date: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Principal,

Delhi Public School,

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Father/Mother of ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ had applied for my child’s withdrawal from your school. If any dues are there please adjust the same against the Caution money.

Please issue the cheque/transfer the balance amount in the name of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & hand over the same to the bearer whose signature is attested herewith.

AND

Deposit in my account no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IFSC Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thanking You.

Yours Truly,

(Signature)

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_