

From

*(name & address of student)*

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To

The Principal  
College of Engineering, Adoor

Sir,

Sub:- Request for TC and other documents and refund of fees-reg:-

Ref :- Admission No.....and Branch.....

Date of admission .....

Since I have been allotted to \_\_\_\_\_

(name of newly allotted college) in Phase-3 allotment, I request you to issue my Transfer Certificate and other documents submitted during admission.

I also request you to refund eligible fee to my bank account. *(bank account should be in the name of student)*

Bank Account no.	
Name of Bank & Branch	
IFSC Code	

Yours faithfully

Place : .....

Date : .....

Name & Signature