

Date - 2/6/2025

To
The Principal
Pragati English Medium School
Dhanori, Pune-15.

Applicant - Shamika Pote

Sub- Pending fee for the Academic Year 2025 and 2026

Dear Madam

In accordance with the above subject I Mr./Mrs. Shamika Pote
request you that my ward is a student of Ganesha Pote -std. III
& -----std.-----

His /Her Fees for the year 25-26 Amt. 34368 is pending and for the year-----
the fee Amt is----- Regarding it I am going to pay monthly installment of -----I
request you to grant me permission for the same.

It will be solely my responsibility to pay the fee installment as mentioned above. If I fail
to pay it, I will be responsible for the academic loss of my child. I am also aware that if
fees is pending after 10th Oct or last installment date 100/- Rs. Per day fine will be
charged.

Date Amt

1. 2/6/25 15,000 → cash

2. 20/1 Aug/25 10,000

3. 20/10/25 9368

4. -----

5. -----

6. -----

7. -----

8. -----

9. -----

Yours faithfully

Name - -----

Signature - 

Ph. No. - -----