

REQUEST FOR RETURN OF CERTIFICATES

From

(Write your name and address here)

To

The Principal
Rajiv Gandhi Institute of Technology
Kottayam.

Sir,

Sub: Allotment to another college on higher option – Request for return of original certificates – reg.

I(Write your name here)

Admission No.....) got allotment to -----

..... (Write name of newly allotted institution). So I
request you to return the T.C. and other certificates submitted by me during admission.

Place: Pampady

Date:

Yours faithfully

Name & Signature

REQUEST FOR REFUND OF PTA FUND

To
The Principal
Rajiv Gandhi Institute of Technology Kottayam.

Sir, Sub:- Allotment to another college on higher option – Request for refund of PTA Fund –
reg.

I(Write your name here)

Admission No:..... got allotment to.....

..... (Write name of newly allotted institution). So I
request you to refund the PTA fund paid by me during admission. **The original receipt is
attached herewith.**

Account holder name:

Account Number:

IFSC:

Name of the Bank:

Branch:

Place: Kottayam

Date:

Yours faithfully

(Signature)

Name & Address:

Contact No: