

To

The Principal

(College Name)

(College Address)

**Sub : Admission Cancellation And Fee Refund**

Respected Sir/ Ma'am,

I have take admission in Your College in the Program of (Major Sub). (Admission Date) and also Submitted the fee and my documents. But due to some issue. I cannot Continue my Education.

You are requested to Cancel my admission and approve the refund as the fee I Submitted. I will be grateful for your this kindness.

Sincerely

Name .....

Mob No .....

Date .....

Admission Code .....