

Date: ___/___/___

To,

The Principal,
Pratibha International School,
Chinchwad Pune-19.

Sub: - Application to issue tuition fee certificate.

Respected Ma'am,

With due respect, I, (Name of Parent) _____ parent of
(Name of Child) _____ Studying in STD ___ Div ___

I wanted to request you to please issue the fee certificate. I need the certificate so as to claim to the fee from my company as the company gives the provision of sponsoring the education of the children of the employee. Please grant me the certificate as early as possible.

I request you to kindly consider and do the needful as early as possible.

Thanking You.

Sincerely Yours,
