***Form F1***

To

The Director

SIIT

Gorakhpur

**Subject: Application for Late Fee Fine**

Respected Sir,

It is stated that I am …………………….., student of this institution of ……………….. and my roll number/SID is …………………... This is to inform you that …………………………………………………………….. …………………………………….. in the last week and at this crucial moment it was not possible for me to submit my fee. I was issued warning letter and fine but I was unaware as I was not attending classes these days.

Today, I came to campus and I brought my fee with me as well. Kindly, allow the administration to submit my fee and remit any sort of fine. I hope that you will find my request considerable and will not charge me fine.

I shall be highly obliged in this regard.

Date……………………..

Your’s faithfully

Signature of Student

Address…………………………………………..

Mobile No.……………………………………….

Enclose :

1……………………………

2……………………………

3……………………………