

Application for late fee submission

To,
The Managing Director
IT Planet (Tikoniya)
Haldwani

Subject: Application for Late Fee Submission Due to Financial Problems

Respected Sir/Madam

I would like to inform you that my fee submission due date is 10th of this month I am having financial problem due to which I won't be able to pay my dues on time. For which I would like to request to Administration to extend due date till 15th of this month. It will give me enough time to gather the amount for fee.

Kindly extend my due dates till 15th September.

Thanking You

Yours Sincerely

Student Name.....

Student ID.....

Batch Time

(Sign)

Center Head

