

Principal
Dhaka Imperial College
Dhaka

Subject: Remission of delay fine.

Sir,

For your kind consideration I would like to inform you that I could not pay my tuition fees for the month of..... in time because.....
.....

In view of the reason mentioned above, I hope you would be in sympathy with my case and remit the delay fine.

Faithfully yours,

.....

(Name)

Class:

Section:

Roll:

.....

Prof. In-charge

Administration

.....

Father/Guardian

Comment