

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

Date: \_\_\_\_\_

To,  
The Principal,  
K. K. Wagh Institute of Engineering Education & Research,  
Nashik

**Sub: Request for Returning of DD and Cancellation of Provisional Admission**

Respected Sir,

I, above named student had sought an admission to class \_\_\_\_\_  
Branch \_\_\_\_\_ Div \_\_\_\_\_ (if any) on / / 20 and paid the fees Rs.  
\_\_\_\_\_ vide DD No. \_\_\_\_\_ dated on / / 20 .

The result of FE/SE/TE has been declared on / / 20 . I could not even get ATKT and not able to study in higher class \_\_\_\_\_. I am hereby returning the I- Card/ Library Card/ Books issued to me.

It is, therefore, requested to cancel my provisional admission and return the fees paid by me.

Thanking you in anticipation.

Yours faithfully,

( \_\_\_\_\_ ) Student Section Librarian HOD Principal

Encl:

1. Copy of Mark Sheet(2 Copies)
2. Student Club Fees Receipt(Original)
3. DD Xerox