

From

.....  
.....  
.....  
.....  
.....

To

The Principal  
College of Engineering, Adoor

Sir,

**Sub:- Refund of Fees paid at the time of admission-reg:-**

Ref :- Admission No.....and

Branch.....

Date of admission .....

I got admission at .....  
..... through ..... . At the time of  
admission in this college, I had paid the following amount.

1. Rs..... Receipt/Ref No..... Dated.....

Hence, I request you to refund the eligible fee to my bank account.

*(Bank Account should be in the name of student, other wise specify the person and relationship )*

Bank Account Number	
Bank Name & Branch	
IFSC Code	

Yours faithfully

Place : .....

*Signature*

Date : .....

Name :-

-----  
*(For Office Use only)*

Application No:

From

.....  
.....  
.....  
.....  
.....

To

The Principal  
College of Engineering, Adoor

Sir,

**Sub:- Request for TC and other documents-reg:-**

Ref :- Admission No.....and Branch.....  
Date of admission .....

I got admission at ..... through  
..... So I request you to return my TC and other documents  
submitted at the time of admission on.....

Yours faithfully

Place : .....  
Date : .....

Signature  
Name :-

**Received the following documents**

1.	KEAM Admit Card	
2.	KEAM Data sheet	
3.	KEAM Payment slip	
4.	10 <sup>th</sup> / Birth certificate	
5.	Plus Two Marklist	
6.	Pass certificate	
7.	Transfer Certificate	
8.	Course & Conduct certificate	
9.	Migration certificate	
10.	Physical Fitness certificate	
11.	Community certificate	
12.	Income Certificate	
13.	EWS Certificate	
14.	Aadhaar Card – copy	

Signature with date  
Name :-