

Handwritten Request letter from parent

From

Date:

Parent Name

Student name

Address...

Mobile:

To

The Secretary

Sewa International

Plot No. 49, Deen Dayal Upadhyaya Marg,

New Delhi – 110002

Sir

This letter is to formally request a reimbursement of school fees paid by me for my child,

_____, who is currently enrolled in Grade _____ for the

academic year 2025-2026 at [school name : _____]

(UDISE Code: _____).

On [Date _____], we paid a total of Rs. _____ towards the

annual fees for the academic year 2025-26. We have attached a copy of the fee receipt for your

reference.

My child is not currently receiving any scholarships or financial aid.

I request you to reimburse the amount to the following account:

Account Name:

Account Number:

Bank Name:

Bank Branch:

IFSC:

Name:

Sign:

Annual Fees of <student
name> _____ for the
academic year 2025-26 is Rs. _____

Attested by school