

**The Principal**  
**Scholars Global School**  
**Bahadurgarh**

**Subject :-** Request for Fee Concession

**Respected Madam,**

Respectfully, This is to submit that I, \_\_\_\_\_ Father/Mother/Guardian of  
Master/Miss \_\_\_\_\_ studying in class \_\_\_\_\_ of section \_\_\_\_\_.

I want to request you to grant Fee Concession as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged to you.

Thanks

Regards

Sign :- \_\_\_\_\_

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

Phone Numbers :- \_\_\_\_\_

Recommended by : \_\_\_\_\_

Sanctioned by : \_\_\_\_\_

Account's Signature: \_\_\_\_\_

*Principal's Signature* : \_\_\_\_\_

Comments : \_\_\_\_\_

\_\_\_\_\_

**The Principal**  
**Scholars Global School**  
**Bahadurgarh**

**Subject :-** Request for Defferment of Fee payment deadline

**Respected Madam,**

Respectfully, This is to submit that I, \_\_\_\_\_ Father/Mother/Guardian of  
Master/Miss \_\_\_\_\_ studying in class \_\_\_\_\_ of section \_\_\_\_\_.

I want to request you to deffer Fee payment deadline as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged to you.

Thanks

Regards

Sign :- \_\_\_\_\_

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

Phone Numbers :- \_\_\_\_\_

Recommended by : \_\_\_\_\_

Sanctioned by : \_\_\_\_\_

Account's Signature: \_\_\_\_\_

***Principal's Signature :*** \_\_\_\_\_

Comments : \_\_\_\_\_

\_\_\_\_\_

**The Principal**  
**Scholars Global School**  
**Bahadurgarh**

**Subject :-** Issuing / Withdrawing D.O.B. Certificate / Character Certificate / Bonafide Certificate  
/ Other Certificate (Original/copy)

**Respected Madam,**

Respectfully, This is to submit that I, \_\_\_\_\_ Father/Mother/Guardian of  
Master/Miss \_\_\_\_\_ studying in class \_\_\_\_\_ of section \_\_\_\_\_.

**(Note :- choose the correct reason what you're willing to convey)**

I want to request you to issue/withdraw \_\_\_\_\_ certificate (original/copy) which I need  
because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged  
to you. I will return the documents by \_\_\_\_\_.

Thanks

Regards

Sign :- \_\_\_\_\_

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

Phone Numbers :- \_\_\_\_\_

Front Office Signature: \_\_\_\_\_

*Principal's Signature* : \_\_\_\_\_

Comments : \_\_\_\_\_  
\_\_\_\_\_

**The Principal**

**Scholars Global School**

**Bahadurgarh**

**Subject :-** Transport – (1) Avail Transport / Discontinue Transport / (2) Route - Address change (Temporary) / (3) Route - Address change (Permanent) / (4) Others

**Respected Madam,**

Respectfully, This is to submit that I, \_\_\_\_\_ Father/Mother/Guardian of Master/Miss \_\_\_\_\_ studying in class/Sec. \_\_\_\_\_ Existing Route No. \_\_\_\_\_.

**(Note :- choose the correct reason what you're willing to convey)**

1) I want to proclaim that my ward is **availing /not availing** School Transport. Now I want to **Discontinue / avail** school transport facility for my ward. He/ She will come from \_\_\_\_\_  
\_\_\_\_\_.

2) I want to proclaim that my ward is **availing** School Transport (Existing Route No. \_\_\_\_\_). As I am shifting to new address **Temporarily** \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_. So, I request you to change the route of my ward. New Route No. \_\_\_\_\_. Bus Stop \_\_\_\_\_.

3) I want to proclaim that my ward is availing School Transport (Existing Route No. \_\_\_\_\_). As I am shifting to new address **Permanently** \_\_\_\_\_. So, I request you to change the route of my ward.

**New Route No. \_\_\_ New SLAB : \_\_\_ Bus Stop \_\_\_**

4) Others \_\_\_\_\_

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged to you.  
Thanks & Regards

Sign :- \_\_\_\_\_

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

Phone Numbers :- \_\_\_\_\_.

- Admin: \_\_\_\_\_
- Accounts : \_\_\_\_\_
- F2 : \_\_\_\_\_ Class Teacher \_\_\_\_\_
- Transport Incharge : \_\_\_\_\_
- Bus Attendance Register (Existing) : \_\_\_\_\_ (New) \_\_\_\_\_

**Principal's Signature :** \_\_\_\_\_

Comments : \_\_\_\_\_

**The Principal**

**Scholars Global School**

**Bahadurgarh**

**Subject :-**Change Phone No./Change Section/Change D.O.B./Change in Name /Leave Application / Others

**Respected Madam,**

Respectfully, This is to submit that I, \_\_\_\_\_ Father/Mother/Guardian of Master/Miss \_\_\_\_\_ studying in class \_\_\_\_\_ of section \_\_\_\_\_.

**(Note :- choose the correct reason what you're willing to convey)**

1) Please note the change in **Phone Number** w.e.f. \_\_\_\_\_

Old Phone No. to be removed from records \_\_\_\_\_ New Phone No. \_\_\_\_\_

2) Please note the change in **D.O.B.** w.e.f. \_\_\_\_\_

Old DOB \_\_\_\_\_ New DOB. \_\_\_\_\_ Supporting Document \_\_\_\_\_

3) Please Change Section for my ward (Specify reason) \_\_\_\_\_

4) Please note the change in **Address** w.e.f. \_\_\_\_\_ Old Address \_\_\_\_\_

New Address \_\_\_\_\_ Supporting Document \_\_\_\_\_

5) Please sanction leave for my ward w.e.f. \_\_\_\_\_ to \_\_\_\_\_ as \_\_\_\_\_

6) Please note the change in **Name** w.e.f. \_\_\_\_\_ Old Name \_\_\_\_\_ New Name \_\_\_\_\_

7) Other Requests \_\_\_\_\_

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged to you.

Thanks & Regards

Sign :- \_\_\_\_\_

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

Phone Numbers :- \_\_\_\_\_

Comments : \_\_\_\_\_

F2 : \_\_\_\_\_

Admin: \_\_\_\_\_

Class Teacher : \_\_\_\_\_

***Principal's Signature :*** \_\_\_\_\_

**The Principal**

**Scholars Global School**

**Bahadurgarh**

**Subject :-**Request for Issuing of SLC

**Respected Madam,**

Respectfully, This is to submit that I, \_\_\_\_\_ Father/Mother/Guardian of  
Master/Miss \_\_\_\_\_ studying in class \_\_\_\_\_ of section \_\_\_\_\_.

**(Note :- choose the correct reason what you're willing to convey)**

I want to request you to issue School Leaving Certificate (SLC) as my ward will not be attending  
school w.e.f \_\_\_/\_\_\_/\_\_\_\_\_. Reason for withdrawing my child is -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hope that you'll pay heed to my request and do the possible at the earliest. I'll be highly obliged  
to you.

Thanks

Regards

Sign :- \_\_\_\_\_

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

Phone Numbers :- \_\_\_\_\_

F2 : \_\_\_\_\_

Class Teacher : \_\_\_\_\_

Fee Balance (A/C): \_\_\_\_\_

Sibling Concession (A/C): \_\_\_\_\_

3 Months Intimation Given: \_\_\_\_\_

Admin (MIS Portal): \_\_\_\_\_

Bus Attendance Register : \_\_\_\_\_

IT Clearance: \_\_\_\_\_

*Principal's Signature* : \_\_\_\_\_

Comments : \_\_\_\_\_

\_\_\_\_\_

To

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

The Principal

The Scholars Global School,

Bahadurgarh

Subject : Request for issuing New I – Card

Dear Madam

I,..... parent of.....  
studying in Class..... Section..... Admn. No.....would request  
you to kindly issue an additional copy Student I – Card.

(Please tick the reason for request)

**(He/She has lost the I-Card)**

**(He/She has damaged the I-Card)**

Please find enclosed Rs. 100/- against the payment of additional copy of I – Card.

I understand that this process will take **At least 10** working days due to administrative reasons.

Thank you,

Yours sincerely,

(Name & signature of Parent)

Address:.....

.....

Contact No:.....