



GURU NANAK PUBLIC SCHOOL

PUNJABI BAGH, NEW DELHI-110026

Date.....

Sub : Refund of Security Deposit

Dear Sir,

My ward.....was studying in your school in class.....

Section.....in the year.....He/She passed the examination / left the school

in the yearin class You are kindly requested to refund the security deposit

lying at his/her credit at the following address.

Thanking you,

Yours faithfully,

(Signature)

Father's Name.....

Students Name

Address.....

Date of Adm.

.....

Adm. No.

Ph. No.

Please attach the photo-copy of S L C / Mark Sheet of (X/XII) class.

Verified that the name of the student has been struck off on

Class.....

Admn. Incharge

FOR OFFICE USE ONLY

Page No. Cheque No. Date

S. No.

Amount Rs.

(Accountant)

(Principal)

(Manager)