

Name : _____
Address : _____

Date : _____
Tel : _____

To,
The Principal
Nirmala Memorial Foundation Junior College of Com. & Sci.
Kandivali (East)
Mumbai – 400101

Subject: Application for Cancellation of Admission

Respected Madam,

I, the undersigned _____ had taken admission
in Class: _____ Div: _____ Roll No. _____ for the academic year
20____ - _____ and request you to cancel my admission due to _____

_____ (reason of Leaving the
college) and return my Original Documents (if applicable) and refund the
applicable amount of Fees after necessary deductions as per norms.
(applicable if the fees are paid for the academic year).

Thanking you,

Yours faithfully,

Signature of the student

**Note: Please attach 1) Original Fee receipt
2) College – I-Card & Library Card**