

To
The Teacher-In-Charge
Netaji Nagar College
Kolkata.

Sub: Cancellation of Admission

Respected Sir,

I beg to state that due to unavoidable circumstances; I have to cancel my admission in your esteemed institution. My Details are as follows

Name: -----

Application no: -----

Application Form No: -----

Course: -----

Payment Receipt no.: -----

Kindly attached payment confirmation receipt.

I shall be highly obliged if you initiate the cancellation process and do the needful.

Date:-----

Place:-----