

Request for Cancellation of Admission
Academic Session 2017-18

The Principal
Delhi Public School
Sushant Lok
Gurgaon

Date.....

Dear Madam,

My ward.....was granted admission to your school in class
..... vide Admission No. for the academic session - 2017-18.

I wish to have this admission cancelled due to *relocation / distance from home / change of school / other reason* and request you to refund the caution money. The cheque is to be prepared in favour of

Yours sincerely

Name of Father Name of Mother

(Signature) (Signature)

Address:

Tel Mobile Fax E-mail:

For Office use only

1. Class Teacher 2. Admission Incharge
3. Accountant

Principal

Acknowledgment Slip

This is to confirm the receipt of your application for withdrawal of your ward
..... Class/sec Admission No.....

Signature of Admission Incharge

Date: