

To,

Date:

The Principal,  
Delhi Public School,  
Sushant Lok,  
Gurgaon

**Request for refund of Caution Money**

Dear Madam,

My ward ..... Admission No. .... was  
a student of your School. He / She has been withdrawn from school w.e.f .....  
All dues in respect of my above ward have been cleared. I would therefore request you to  
kindly arrange to refund the caution money deposited at the time of admission. 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:

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**For Office use only**

The above student has been withdrawn vide TC No. .... Dated .....

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(Signature of Admission Incharge)

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**Order by the Principal**

Release of Caution Money approved.

**Date:**

**Principal**