

29.04.2022

**IMPORTANT & URGENT**

Dear Mr. ....

Your ward ..... was a student of class ..... (session 2021-22) in our school.

Despite repeated reminders, you have neither cleared the dues, nor have you collected the Progress Report of your ward of the last session. It seems you intend to discontinue the enrollment of your ward from our school.

You are requested to contact the school office immediately & clear your all the **dues of the last year latest by 07.05.2022.**

In case we do not receive any response from your end within the **1<sup>st</sup> week of May, 2022**, your ward's enrollment from the school will be struck off without further notice & the seat will be offered to new candidate.

Please note, no request for re-admission will be entertained thereafter.

An early response is highly solicited.

Regards,

**Principal**  
**Ragini Rathore**



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