

Date:

To

Director

National Institute of Textile Engineering & Research (NITER)

Nayarhat, Savar, Dhaka- 1350

Subject: Application for the return of overpaid money

Dear Sir

I am a student of the Department of at your Institute. I have completed my level term examination. I am owing the sum of tk..... from the institute according to the description mentioned below.

Sl. No.	Description	Amount	Comment with signature of Hostel Super/ relevant person
01.	Security money for hostel seat		Allocation date: Cancellation date:
02.	Hostel fee overpaid		
03.	Tuition fee overpaid		
04.	Scholarship/ Tuition fee waiver		
05.	Exam. fee overpaid		
06.	Others		
Total Amount			

Therefore, I pray and hope you grant my application and pay me back the money mentioned above.

I confirm that I have no dues with any department.

Yours faithfully

Name:

Department:

ID no.:

Contract Number:01

Rocket mobile banking no. (mandatory)..... (Should be in the name of the particular student)

Encloser: 1. Photocopy of duly filled Student Clearance Form
 2. Photocopy of Student ID card

Application Received on.:

Room no. AD 107

Application no.:

Received by

Rocket no. Confirmed: Yes No