

Application for Remission of Delay Fine

Question: Suppose, your name is X, You are a student of class X. You could not pay your tuition fees for three months on account of your father's absence from home. Your name has been struck off the rolls. Write an application to the Headmaster/Headmistress for re-admission.

Answer:

12 April 2004

The Headmaster,
Y. School, Comilla

Subject: Remission of delay fine.

Sir, With due respect I beg to inform you that my father went to India for treatment three months before. For that reason, I could not pay my tuition fees for the month of February. March and April. So my name has been struck off from the roll for non-payment of dues. I am now in a position to clear off all the dues because my father has come back from India and joined his office. It may also be mentioned that I have been doing well in all the examinations and my teachers have always been satisfied with my progress in studies.

I, therefore, pray and hope that you would kindly remit the delay fines and receive the usual fees only.

I remain Sir,
Your most obedient pupil,
X Class X. Roll No-1

Or,

Application for the remission of delay fine

1 December 2015

The headmaster,
Bhola Govt. School, Bhola.

Subject: Prayer for the remission of delay fine.

Sir,

With due respect, I beg to state that due to several difficulties I could not pay my tuition fees for the last month on a fixed date. But now I am able to pay my tuition fees.

May, I, therefore, hope and pray what you would be kind enough to remit my delay fine and permit me to pay my usual tuition fees for the said month.

I remain

Sir,

You're most obedient Pupil,

Md. Anis Ahmed

Class – IX, Roll No- 6

Or,

Application for Remission of delay fine

Question: Suppose you could not pay your tuition fee in time. Write an application to the headmaster of your school for the remission of delay fine.

Answer:

12 April 1995
The Headmaster,
Graduates High School,
Koyra,

Subject: Remission of delay fine.

Sir,
With due respect, I beg to inform you that my father is a clerk in a private company. It is very difficult for him to maintain our family with his small income. So, I could not pay my tuition fees for the month of April time. It may also be mentioned that I have been doing well in all the examinations and my teachers have always been satisfied with my progress in studies.

I, therefore, pray and hope that you would kindly remit the delay fines and receive the usual fees only.

I remain Sir,
Your most obedient pupil.
Md. Abdul Gani
Class IX,
Roll no-1