

**Request for Cancellation of Admission**  
**Academic Session 2017-18**

**The Headmistress**  
Delhi Public School  
Kota  
Rajasthan

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:

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**For Office use only**

1. Class Teacher ..... 2. Admission Incharge .....  
3. Accountant .....

**Headmistress**

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**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: .....