

To

Date: _____

The _____
SMU / SMIMS / CRH
5th Mile, Tadong – Gangtok

Respected Sir,

Claim/Reimbursement of children tuition fee for year _____

With above reference, I undersigned, would request your good-self for reimbursement of children tuition fee for year 20____ - 20____ in respect of my children details below:-
Particulars of Children

1. Name & Standard _____	Amount (Rs.)
_____	_____
2. Name & Standard _____	
_____	_____
Total	_____

The fee receipts are enclosed herewith for your needful please.

Thanking you

Yours faithfully

Name: _____

Employee Code: _____

Designation, Dept. & Unit: _____

For Office Use Only

Verification by HRD	Approval of HOI	Payment (Finance Officer)
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