Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Principal,

Fr. C. Rodrigues Institute of Technology,

Vashi.

Sir,

I, Mr./Ms./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No. \_\_\_\_\_\_\_\_\_\_\_ was a student of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the academic year from \_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_. I have passed in the year \_\_\_\_\_\_\_\_\_\_\_\_. I request you to refund my caution Deposit of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ deposited vide receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**(Attached Cancel Cheque Copy or Bank Passbook Copy)**

**(Signature of applicant)**

**Contact No. :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(for office use only)**

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| --- | --- | --- | --- |
| **Sr. No** | **Section** | **Remarks** | **Signature & Date** |
|
| 1 | Head of Department |  |  |
| 2 | Training & Placement officer |  |  |
| 3 | Librarian |  |  |
| 4 | Account |  |  |
| 5 | Office Clerk |  |  |

**Dr. S.M. Khot**

**Principal**