

Date : ____ / ____ /20 ____

To
The Centre-in-Charge
Dewan Dighi Youth Computer Training Centre
Dewan Dighi, Palitpur More,
Post – Mirzapur, Dist – Burdwan
Pin – 713102

Sub :- Application to obtain a **Duplicate Class Card / Money Receipt.**

Respected Sir,

With due respect I beg to state that I have LOST/DAMAGE my Class Card No./ Money Receipt No. _____ for the month _____ on ____/____/20____, please issue a DUPLICATE Class Card / Money Receipt on my favour.

I do confirming that I will bear the required charges for the same.

Please take necessary steps infavour.

Thanking You.

Yours faithfully,

(Signature of the Student)

Name of the Student : _____

Batch Code : _____ Course Code : _____

Registration No. : _____

Signature of the Class Teacher

Date : ____ / ____ /20 ____