

Date: / / 20\_\_

To,

The Principal,  
Marathwada Mitra Mandal's  
School of Interior Design & Decoration  
Pune: 411 004.

**Subject:** Regarding cancellation of admission **MSBTE's/ Institute's First/ Second Year**

Respected Sir / Madam,

I the undersigned, Mr. /Ms. \_\_\_\_\_  
have taken admission for the academic year 20\_\_- 20\_\_. I hereby request to cancel  
my admission with immediate effect due to the following reason:-

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I hereby agree to deduct the cancellation charges from my fees as per the rules &  
regulations. I am submitting herewith the original fees receipt for your ready reference  
and necessary action please.

Thanking you,

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**Signature of Parents / Guardian**

**Mob. No:** \_\_\_\_\_

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**Signature of Candidate**

**Mob. No:** \_\_\_\_\_

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**For Office Use**

1) Parents signature found correct / incorrect : \_\_\_\_\_

2) Approved / Not Approved : \_\_\_\_\_

**Principal**  
**Marathwada Mitra Mandal's**  
**School Of Interior Design**  
**Pune.**