

## Fee Undertaking / Pending Fee Letter

The Principal  
Nand Lal Geeta Vidya Mandir Sen. Sec. School  
Tepla, Ambala

Subject: Regarding Non-Payment of School Fees

Respected Sir/Madam,

I, \_\_\_\_\_, father / mother / guardian of Master /  
Kum. \_\_\_\_\_, Class \_\_\_\_ Sec. \_\_\_\_\_, Roll No. \_\_\_\_\_,  
would like to inform you that my ward's school fees have  
not been deposited due to \_\_\_\_\_.

I hereby undertake that the pending fees will be deposited  
between \_\_\_\_\_ (starting date) to \_\_\_\_\_ (ending  
date) without fail.

I request you to grant permission for the same. I assure  
you that such delay will not be repeated in the future.

Thanking you.

Yours sincerely,

Signature of Parent/Guardian: \_\_\_\_\_

Full Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_