

Date: / /201

To,

The Principal,
Indira College of Pharmacy,
Tathwade, Pune.

Subject: Request for Loan Letter/ Fees Structure.

Respected Madam,

I Mr. /Ms. _____ student of _____ year B. Pharm /M. Pharm. in our college. I require the Loan Letter/ Fees Structure from the college for obtaining financial assistance from outside sources.

So, I request you to kindly consider this application and issue me Loan Letter/ Fees Structure for the Academic Year 201_ - 201_.

Thanking You

Yours Faithfully,

(Mr./ Ms. _____)