

The Principal
South Point High School
82/7A Ballygunge Place
Kolkata -700 019

Date:

Madam,

Sub: **Refund of Caution Money**

My son/daughter _____ I.D. No. _____

was a student of your esteemed institution and was studying in Class _____

Section _____ (Morning / Afternoon). He / She had passed Madhyamik Examination
in the year

Kindly refund the Caution Money of Rs _____, which was deposited at the
time of his / her admission.

The original Caution Money Deposit Card / Receipt is enclosed for further action.

Thank you.

Yours faithfully,

Name _____ Signature _____
(Father)

Name _____ Signature _____
(Mother)

Address _____

Telephone / Mobile No. _____

Accounts Department

Computer Department

Administrative Officer

R E C E I P T

Receipt the Application for Caution Money Refund along with the Original Caution Money
Deposit Card / Receipt for Rs _____ for processing refund action.

SCHOOL SEAL

SIGNATURE WITH DATE