

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 **X** Section _____ (Morn. / Aft.).

He / She has passed **CBSE – Secondary School 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 Certificate and a Cancelled Blank Cheque are enclosed for processing refund action.

Thank you.

Yours faithfully,

Name _____ Signature _____
(Father)

Name _____ Signature _____
(Mother)

Address _____

Telephone No. _____ Mobile No. _____

Accounts Department

Computer Department

Administrative Officer

R E C E I P T

Received the application for caution money refund along with the original caution money deposit certificate from Shri/Smt. _____ of Rs _____

for processing refund action. The same may be refunded through NEFT on _____/_____/_____

SCHOOL SEAL

SIGNATURE WITH DATE