

To  
The principal  
Kaziranga English Academy  
Garoo- Ghuli Guwahati 35  
Dated: \_\_\_\_\_

Subject: Prayer for Fees certificate

Madam,

I am father/mother/guardian of \_\_\_\_\_  
studying in class \_\_\_\_\_ in the session \_\_\_\_\_ want a fees certificate. I would be  
highly grateful if you kindly look into the matter.

Yours Faithfully

---