

Date :

From

Name of the Student : Mr./Ms.  
Roll Number :  
Branch :  
Semester :  
Department :  
College : CEG/ACT/SAP/MIT  
Chennai – 600 025/44

To

The Director  
CPDE  
Anna University  
Chennai – 600 025.

Sir,

Sub : Requesting for Fees Structure Certificate – Reg.  
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I have applied for educational loan/scholarship from.....  
(Bank/Trust Name)  
..... Branch, I kindly request you to issue me the fee  
(Bank Branch/Trust)  
structure certificate (Full Fee/.....Semester) for the course .....  
.....(Full Time/Part Time) Self Supporting  
Programme to enable me to avail the educational loan/scholarship.

Thanking You,

Yours faithfully,

**(Signature of Student)**

**Class Advisor's Signature  
With Seal**

**Recommended and Forwarded**

**(H.O.D's Signature with Seal)**