



Date: / / 21

To
The Provost,
Boys Hostels
MANUU, Hyderabad.

Sir,

I, Mr. _____, S/o Mr. _____ who is pursuing
_____ course /Program at the Department of _____ at MANUU, Gachibowli, Hyderabad
during the academic year 2019-20. Resident of Boys Hostel____, Room No____, bearing Mess
No.____. I have completed my course/ canceled/ my Hostel Accommodation on_____. I
request you to please refund my mess deposit (if any) amount in below mention account details.

Account Details:-

1. Account Holder Name : _____
(Account should be in the name of the student only)
2. Account Number : _____
3. Name of the Bank : _____
4. Branch Name : _____
5. IFS code : _____
6. State and Pin code : _____
7. Contact Number : _____

(Note: The candidate shall be responsible for the accuracy of the data provided and for any delay due to the incorrect information.)

Signature of the student

FOR OFFICE USE

The Total amount to be refund is Rs. _____, in words Rupees _____ only.

Dealing Asst.

Section Officer

Provost