

To  
The Center Head  
PW Vidyapeeth  
Preet Vihar  
Delhi – 110092

05/04/2026

Subject: Request for Fee Payment in Instalments and Permission to Attend Classes

Respected Sir/Madam,

I, Ashok Kushwaha, resident of H. No. 10, Street No. 2, West Guru Angad Nagar, Delhi – 110092, humbly submit this request regarding the fee payment for my ward, **Akshansh Kushwaha**, who has been registered at your institute.

The registration details are as follows:

- **Course Name:** Vidyapeeth Dropper JEE 2027 – Preet Vihar
- **Roll No./Reg. No.:** SO No. / 23320933 (SO2301067254)
- **Receipt No.:** IN232379330
- **Receipt Date:** 16 March 2026
- **Total Fee Paid:** ₹10,000/- (Registration Fee)

Due to the sudden and unfortunate demise of a beloved family member, we were compelled to divert funds to manage the unforeseen situation. This has caused a temporary financial constraint on our end.

At the time of registration, we were informed that an EMI option would be available and could be easily availed. However, it has now come to our knowledge that the EMI facility is processed through a third party, and this fact was not clearly communicated earlier. Unfortunately, the EMI request has not been materialized.

With classes commencing tomorrow, I sincerely request your kind consideration to allow us to pay the remaining fee in **6 equal instalments**. I am also willing to provide **post-dated cheques (PDCs)** as assurance for timely payment. If there is any other feasible option suitable from your end, I request you to kindly guide us accordingly.

I further request you to kindly permit the student to attend classes starting tomorrow, considering the genuine and unavoidable circumstances explained above.

I shall be highly grateful for your support and understanding in this matter.

Thanking you,

Yours sincerely,

Ashok Kushwaha  
H. No. 10, Street No. 2  
West Guru Angad Nagar  
Delhi – 110092  
Mobile: 9990980967