

## **Sample Letter for Refund from Coaching Institute**

To,

\_\_\_\_\_ (Name of the receiver),

\_\_\_\_\_ (Name of the institution),

\_\_\_\_\_ (Address of Institution)

Date: \_\_/\_\_/\_\_ (date)

Subject: Request for refund of fees

Respected Sir/ Madam,

This is to most humbly inform you that my child \_\_\_\_\_  
(name of the student), having \_\_\_\_\_ (roll no/enrolment  
no/batch no) took admission in your coaching center on  
\_\_\_\_\_ (mention date). Respectfully, I would like to inform  
you that my ward will not be able to continue the coaching classes due to the reason

\_\_\_\_\_  
(mention reason). Therefore, I write this letter to request you kindly refund the  
deposited amount. For your kind reference, I am hereby mentioning my bank  
account details, please find them below.

Bank Name :- \_\_\_\_\_

Account Number: \_\_\_\_\_ (account number)

IFSC code \_\_\_\_\_ (IFSC)

Branch address: \_\_\_\_\_ (Address)

I believe you would consider this letter as a genuine request and you would  
consider refunding the amount at the earliest. I shall be highly obliged

Thanking you,

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Contact number)