

**PROFORMA LETTER  
(TO BE OBTAINED FROM THE BANKER)  
(STUDENTS PAID FEES THROUGH BANK LOAN)**

Dt. ....

To  
The Director  
School of Planning and Architecture  
Vijayawada.

Sir/Madam,

Sub: Remittance of Fee (School / Hostel / Mess) – Reg.  
Ref:

\* \* \*

It is to inform that Mr./Ms....., Reg. No.  
..... Course ....., Year .....  
sanctioned education loan by our bank to pay the Institute Fees (School/Hostel/Mess) for the  
Academic Year .....

The bank has transferred an amount of Rs. ..../- (Rupees .....  
.....)  
vide UTR No. ....(or) DD No. ....,  
Date .....

Please issue fees receipt for the amount paid.

Thanking you,

Yours sincerely

(Bank Seal & Signature)