

To,

The Principal

Government Engineering College

Khagaria, Bihar

Subject –Request for late submission of documents within 15 days of admission

Sir,

With due respect, I state that I am taking admission in your institute and I am unable to submit my following documents at the time of admission.

List of Document not submitted:

1. .

2. .

3. .

4. .

5. .

I promise to submit the above documents in original within 15 days of admission.

It's a humble request to consider my application and allow me to take admission in your esteemed institution. I shall always remain grateful for this kind act of yours.

Yours Sincerely,

.....(Name)

UGEAC Id (2023)

Branch -

Mobile no. -

Date -