

Name of student:  
Department (course):  
Enrollment no:  
District:  
Contact no:

To,  
The Principal,  
Government Polytechnic for Girls,  
Ahmedabad

**Subject: Regarding non-receipt of \_\_\_\_\_ scholarship for the year 20 - 20**

Respected Sir,

In reference to the subject, I am studying in \_\_\_\_\_ semester in \_\_\_\_\_ branch with Enrollment Number: \_\_\_\_\_. I have not been detained and I am a regular student. I have not received \_\_\_\_\_ scholarship for the year 20 - 20. I request you to kindly look into the matter and oblige.

Thanking you.

Yours faithfully,

Forwarded through HOD

Enclosures:

- i) Copy of scholarship application
- ii) Copy of passbook entry till date
- iii) Copy of aadhaar card