

## APPLICATION FOR ISSUE OF DUPLICATE RECEIPT

Date: \_\_\_\_\_

To,  
The Principal  
Lords Universal Jr. College  
Goregaon (West)  
Mumbai 400 064

**Subject: Issue of Duplicate Fee Receipt**

**Junior College**

Sir/Madam,

I \_\_\_\_\_  
(Full Name)

studying in \_\_\_\_\_ Program in \_\_\_\_\_ Class \_\_\_\_\_ Div. \_\_\_\_\_ bearing  
Roll No. \_\_\_\_\_ for the year 20\_\_ - 20\_\_. I lost my original fee receipt, so kindly issue  
me a duplicate fee receipt and oblige.

**For Office Use**

Received Rs. 100/-

Misc. Receipt No. \_\_\_\_\_

Date: \_\_\_\_\_

Receiver's Signature \_\_\_\_\_

**Documents Required:**

- 1. Copy of ID Card/Mark sheet**
- 2. X Standard Leaving Certificate Photocopy**