Format for issuing TC and refund of fees paid

Sir,

As I have got admission to _____ in the third round of counselling of KEAM 2020/_____other colleges, I request you to issue me TC for joining the institution. Kindly release all other documents submitted at the college. (If the admission was done at a virtual admission centre of IHRD, the documents have to be collected from that centre.) I will also be submitting the stamped receipts for receiving the refund of the fee paid to the college and to the PTA as in the format below to the college office. The bank account details for receiving the refund are as below.

1. Name
2. Bank
3. Branch
4. Account Number
5. IFSC Code

Name:

Signature

xxxx