

Lost School Fee Receipt Reissue Procedure

In case of a lost school fee receipt, the **reissue procedure** involves submitting a written application to the school's administrative office. The request should include student details and payment information for verification. Once processed, the school will provide an official duplicate receipt for your records.

Steps to Reissue a Lost School Fee Receipt

1. **Write an Application:** Prepare a formal written application addressed to the school's administrative office.
2. **Include Required Information:**
 - Student's full name and class/grade
 - Receipt details (if known)
 - Date of payment
 - Mode of payment (cash, cheque, online, etc.)
 - Any other relevant payment references
3. **Submit the Application:** Submit the application in person or as per the school's process (email/post, if permitted).
4. **Verification:** The administration will verify your details and payment records.
5. **Collect Duplicate Receipt:** Once the verification is complete, collect the official duplicate fee receipt from the school's office.

Sample Application Format

To,
The Administrative Officer,
[School Name],
[School Address]
Subject: Request for Duplicate School Fee Receipt
Respected Sir/Madam,
I wish to request a duplicate copy of my school fee receipt, as the original has been lost. The details are as follows:
Student Name: [Your Name]
Class/Grade: [Your Class]
Payment Date: [Date]
Amount Paid: [Amount]
I kindly request you to issue a duplicate receipt at the earliest.
Thank you.
Yours sincerely,
[Your Name]
[Contact Details]

Note: The school may require you to pay a nominal fee for processing the duplicate receipt request.