

NOTE:

To be eligible for a fee concession, it is mandatory to submit a provisional letter

The letter must be submitted on your institution's official letterhead, bearing the seal and signature of the department head / institution head.

The letter should include the email address and contact number of the person issuing the letter for verification purposes.

Fee waiver - Sample letter

To

MOHAN Foundation

This is to certify that Mr/Ms/Dr _____ (NAME) has been working with our institution as _____ (DESIGNATION) since _____ (YEAR).

He/She is a _____ (permanent / contract) staff with our institution and possessing qualification as _____ (QUALIFICATION).

I hereby recommend him/her to undergo the online course _____ (COURSE NAME) with MOHAN Foundation and request to waive off the course fee.

ISSUING AUTHORITY

Name

Designation

Email

Contact Number

Date of issue

Signature and seal