**Mechanical Engineering Department**

**The Chairman**

**Mechanical Engineering Department**

**UET Taxila.**

**Subject: APPLICATION FOR SEMESTER FEE EXTENSION**

Dear Sir,

It is stated that I cannot pay my \_\_\_\_\_\_\_\_ semester (**Spring/Fall/20**\_\_\_\_) fee till due date (**Due Date :**\_\_\_\_\_\_\_\_\_) for the reasons as mentioned below:

“Reasons in inverted commas”

2. So, it is requested to please extend the date of submission of my \_\_\_\_\_\_\_ semester fee till \_\_\_\_\_\_\_\_ (Date).

3. Following are attached:

1. Student ID card (copy)
2. University Rules (copy)

Submitted for kind consideration/approval please.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Chairman MED**

**Dean FM&AE**

**Dues & Scholarship Section**