**To**

**The Joint Director**

**St. Mary's Polytechnic College**

**Valliyide, Mudappallur, Palakkad 678705**

**Date: [DD/MM/YYYY]**

**Subject: Request for Admission Cancellation**

**Respected Sir/Madam,**

I, [Name of Student], bearing Admission Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am currently enrolled in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department in the \_\_\_\_\_\_\_\_\_ semester. Due to [mention the reason for cancellation, e.g., personal reasons, admission in another institution, etc.], I am writing to request the cancellation of my admission.

I am prepared to promptly settle all my dues.

I kindly request you to process the admission cancellation at your earliest convenience.

**Sincerely,**

**[Name of Student]**

Mobile number of student :

**Parent's Confirmation:**

I, [Name of Parent], fully support and confirm my ward's request for admission cancellation. We appreciate your assistance in this matter.

**[Name of Parent]** **[Signature of Parent]**