

TEMPLATE of Covering letter addressed to the Deputy Registrar, Project Accounts, IC&SR, IITM to request the release of Travel Grant sanctioned by I & AR.

From:

| | |
|--------------------------|--|
| Name | |
| Roll no. | |
| Programme/Degree | |
| Dept. | |
| Mobile No. | |
| Email regularly accessed | |

To

The Deputy Registrar (Project Accounts)
IC & SR, IIT Madras

Dear Sir,

Sub: Request to release Alumni funded Travel Grant - Reg.

Herewith submitting the following:

1. I & AR Sanction letter [in original] for the Travel Grant claim that I have submitted to the Committee.
2. Proof of Travel [Copy of Air Ticket with boarding pass and/or Participation Certificate]
3. Bank Details for transfer.

| | |
|----------------------------|--|
| 1. ACCOUNT NAME IN BANK: | |
| 2. BANK ACCOUNT NUMBER: | |
| 3. BANK NAME & BRANCH NAME | |
| 4. IFSC CODE: | |
| 5. MOBILE NUMBER: | |
| 6. EMAIL ID: | |
| 7. PAN NO: | |

Kindly arrange to reimburse the amount sanctioned.

Thanking you,

Sincerely yours,

Student Name & Signature