

The Director  
Jagannath International Management School, Kalkaji  
New Delhi

Date :

Subject : Reimbursement of \_\_\_\_\_.

Dear Sir,

Kindly reimburse the \_\_\_\_\_ fees for attending \_\_\_\_\_ on  
" \_\_\_\_\_ " by \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_. The registration fee paid was Rs. \_\_\_\_\_-.

Thanks and Regards

Name :  
Designation :  
JIMS, Kalkaji

*Authorised*

*[Handwritten Signature]*

(Director)

