

To
The Principal
RCC Institute Of Information Technology
Canal South Road
Beliaghata
Kolkata-700 015

Date :.....

Sir

I College Roll No..... have passed out B.Tech/M.Tech/MCA in the year.....
I am requesting you to refund my Caution Money. In this respect I am submitting the following details along with enclosures.

Sl.No	Particulars	Details
1	Beneficiary Name	
2	Beneficiary Address	
3	City	
4	State	
5	PIN Code	
6	Beneficiary Phone No.	
7	E-mail Address	
8	Bank Account No.	
9	IFSC Code	
10	Bank Name	
11	Branch Name	
12	Beneficiary Account Type (ie. Saving/Current/Cash Credit/ Overdraft/Loan etc.)	

- NB 1) Use **BLOCK LETTERS** except email address
2) Enclose a copy of cancelled cheque.
3) Enclose Photo Copy of College Identity Card.

(Signature of Applicant)