

Residential Address :.....
.....
.....

Date :.....

Bursar,
Open University of Sri Lanka (OUSL)
Nawala

Dear Sir/Madam,

**WITHDRAWAL THE 50% OF COURSE FEES OF POST GRADUATE
DIPLOMA IN EDUCATION (PGDE)**

I am a student registered for the PGDE Programme of the OUSL and qualified to withdraw the 50% of the course fee from the Zonal Education Office under the Circular No: 4/A39/2003 dated 2003.04.14 of the Ministry of Education.

Therefore, I kindly request you to issue me a detail letter of the course fees in respect of withdrawal the 50% of my expenses from the Zonal Education Office.

Herewith I mention the following details for your perusal.

Name of the student :Rev/Mr/Ms/Mrs.....

Registration No :.....

Zonal Education Office:.....
(Address)

Thanking You,
Yours truly,

.....
(Student's Signature)