

To

The Principal,
Career Academy School,
Patiala.

Sub: Regarding Discontinue of Transport Facility.

Respected Madam,

My son/daughter.....
class.....Section.....admission no..... is
studying in your school. We are using transport facility of school. His/her
bus No. is Due to some reason we want to discontinue of
transport facility w.e.f..... Please allow us to discontinue the
same.

I shall be highly thankful to you.

Yours faithfully.

Dated:.....

Signatures:.....

Name:.....

Address:.....

Contact No.....