

**The Principal
Dinabandhu Andrews College
P.O. Garia, Kolkata 700 084**

Sub.: Re-issuance of Cheque worth Rs. _____

Sir,

This is for your kind information that I, Dr./Prof. _____, a Guest Faculty/an External Examiner for M.Sc. Part-I/Part-II Examination in _____ received a cheque worth Rs. _____ bearing Cheque No. _____, drawn on _____ Bank, Tollygunge Branch which has already been outdated.

Under the circumstances I sincerely request you to kindly reissue a cheque of Rs. _____ so that the same can be deposited to my individual account.

Inconvenience is regretted.

With regards.

Enclo.:

1. Original Cheque worth Rs. _____, Cheque No. _____, dated _____, _____ Bank, _____ Branch