From …………………………

This is not a form or format. Please do not fill in the blanks and send.

Use this as a template. Write your own letter and get it typed, using this as a model/sample.

Self-attest all att documents.

Mobile No…………….

To,

……….. Records

……………………….

(Through Zila Sainik Board ………………)

**APPLICATION FOR PAYMENT OF OUTSTANDING CEA**

Respected Sir,

1. I, No…………………… Ex ………………………wish to submit the following lines for your kind consideration.
2. I have not received CEA for the Academic year 2021-22. Pt II Order Ref are enclosed .
3. The following documents in support of the above claim is also att:-
4. Pt II Order
5. PPO
6. Final Statement of Account.
7. It is requested that the outstanding dues payable to me as above may please be paid at the earliest.

Yours faithfully,

Place:

Date :

**RECOMMENDATIONS**

Place:

Date : (Secretary, Zila Sainik Board)