

Name of student:  
Department (course):  
Date of birth:  
Age:  
Enrollment no:  
Full Address:  
Village/Taluka:  
District:  
Route:  
Contact no:  
Date of application:

To,  
The Principal,  
Government Polytechnic for Girls,  
Ahmedabad

**Subject: Regarding RAILWAY concession pass**

Respected Sir,

In reference to the subject, I am studying in \_\_\_\_\_ semester in \_\_\_\_\_ branch with Enrollment Number: \_\_\_\_\_. I am not detained and I am a regular student. I kindly request you to approve and attest my RAILWAY Concession Form for issuing RAILWAY Concession Pass for \_\_\_\_\_ months from \_\_\_\_\_ to \_\_\_\_\_. I assure that I will use the pass only for the purpose of commute to and fro from college.

Thanking you.

Yours faithfully,

Forwarded through HOD

Enclosures:

- i) Copy of GTU Grade history
- ii) Copy of college I-card