

Date: [Insert Date]

To,
The Principal,
[Name of Government College],
[College Address],
[City, State, PIN].

Subject: Inquiry Regarding Admission Under Reservation Quota and Fee Structure

Respected Sir/Madam,

I am writing to inquire about the admission process at your esteemed institution for the academic session [Year]. I am particularly interested in learning about the reservation quota, its eligibility, and the applicable fee details for students seeking admission under various reserved categories.

Kindly provide information on the following points:

1. Eligibility criteria for admission under different reservation categories (e.g., SC/ST/OBC/EWS/PwD, etc.).
2. Detailed fee structure, including tuition, examination, and any other applicable charges, for applicants seeking admission under reserved seats.
3. List of documents required for submitting an application under the reservation quota.
4. Admission process and important dates relevant to reserved category applicants.
5. Any additional benefits or concessions available for students applying through the reservation quota.

Understanding these details will greatly assist me in preparing my application and ensuring that I meet all necessary requirements for reserved category admissions at your college.

I would be grateful if you could kindly furnish the above information at your earliest convenience.

Thank you for your time and assistance.

Yours sincerely,
[Your Name]
[Your Address]
[City, State, PIN]
[Contact Number]
[Email Address]