**To,**

Date:

The Executive Engineer,

Janxala Branch,

Guwahati Municipal Corporation

**Sub: Application for refund of cesspool booking fee**

**Ref: [*RTPS no. with date*]**

Sir,

With reference to the Subject cited above, I [*Applicants name*], applied for the cesspool cleaning service vide RTPS no. [*RTPS no.*] but the work could not be completed due to inconvenience.

Therefore, I would like to apply for the refund of my cesspool booking fee.

**Account details:**

Account No.

Account holder name:

Bank name:

Branch:

Yours faithfully,

[Applicants Name]

[Address]

[Contact no.]