*[School name]*

*[Address]*

*[or Use school headed]*

*Ref:*

*[Date]*

To:

Managing Director

*[School fees E-payment provider]*

**RE: ENABLING DOTSHULE FEES COLLECTION**

I’m happy to inform you that the school has deployed dotShule Online Admission.

Online Admission enables the school to carryout admission electronically from advertising admission openings, making applications, managing admission processing fees, carrying out selections, replying applicants, sending reporting requirements to admitted students; to managing admitted students on the first day of reporting. The school interacts with the admitted student for the first time on the reporting day.

However, to complete the project it requires e-payment and automatic reconciliation of admission processing fees.

The purpose of this communication therefore, is to request you to integrate my school admission system on your payment platform to be able to collect fees on the school code *[Fill in your dotShule School ID].*

Yours sincerely

*………………………………..*

*[Name]*

Head teacher