

Tuition Payment Plan Proposal

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a personalized tuition payment plan that caters to your financial situation while ensuring that [Student's Name] receives the quality education they deserve.

Based on our discussion and understanding of your needs, I propose the following payment structure:

- Total Tuition Fee: \$[Total Amount]
- Initial Deposit: \$[Initial Deposit Amount] due by [Deposit Due Date]
- Monthly Installments: \$[Monthly Installment Amount] for [Number of Months] months
- Payment Due Date: [Payment Due Date every month]

Additionally, I would like to offer the option for early payment, which would include a discount of [Discount Percentage]% if the total balance is paid by [Early Payment Date].

Please feel free to reach out to me if you would like to discuss this proposal further or if you have any modifications in mind. I am committed to making this arrangement as convenient as possible for you.

Thank you for considering this proposal. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]