

Request for Modification of Tuition Fee Installment Plan

To: [School/University Name]

Address: [School/University Address]

Date: [Date]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification to my current tuition fee installment plan due to [brief reason for the modification request, e.g., financial hardship, change in employment, etc.].

My details are as follows:

- Student Name: [Your Full Name]
- Student ID: [Your Student ID]
- Current Installment Plan: [Details of Current Plan]

After reviewing my financial situation, I would like to propose the following changes:

- New Installment Amount: [Proposed Amount]
- Revised Payment Schedule: [Proposed Schedule]

I believe this modification will allow me to continue my education without significant financial strain. I am committed to fulfilling my obligations and appreciate your consideration of my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Address]