

Application for Tuition Fee Installment Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[School/University Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an installment agreement for the payment of my tuition fees for the academic year [insert academic year]. Due to [briefly explain your financial situation], I am unable to pay the full tuition amount upfront.

I propose to pay the tuition fees in [number of installments] installments, beginning on [start date], and I assure you that I will fulfill my obligations in a timely manner.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]