

# Request for Clarification on Tuition Payment Schedule

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the tuition payment schedule for the upcoming academic term. I want to ensure I understand the timeline and requirements to avoid any potential issues.

Specifically, I would appreciate it if you could provide details on the following:

- The total tuition amount due.
- The payment deadlines and any applicable late fees.
- Available payment options (installments, scholarships, etc.).

Your assistance regarding these matters would be greatly appreciated. Thank you for your time, and I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Student ID]

[Your Contact Information]