

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the tuition installment options available for [specific program or course name] at [Institution's Name]. As I plan for the upcoming academic term, understanding the financial arrangements is crucial for my decision-making process.

Could you please provide information regarding:

- The available installment plans
- The total costs and any associated fees
- The deadlines and terms for each installment
- Any documentation required to enroll in these options

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]