

# Negotiation for Adjusted Tuition Fee Installment Terms

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am currently enrolled in [Your Program] at [University/College Name]. I am writing to discuss my current tuition fee installment terms due to unforeseen financial challenges.

With the recent circumstances regarding [briefly explain situation, e.g., job loss, family emergency], I find myself struggling to meet the existing payment schedule. I am committed to my education and would like to propose an adjustment to my tuition fee installment terms.

I respectfully request [suggest your proposed terms, e.g., an extension, lower installment amounts, or a temporary pause in payments]. I believe that with your support, I can continue my studies without interruption and ultimately fulfill my financial obligations in a more manageable way.

Thank you for considering my request. I am hopeful for a positive response and would appreciate the opportunity to discuss this further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]  
[Your Student ID]  
[Your Program/Department]  
[University/College Name]