

# Request for Breakdown of Tuition Fee Installments

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a detailed breakdown of the tuition fee installments for the [specific program/course name] for the academic year [year]. Understanding the payment structure will greatly assist me in planning my finances.

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

- Total tuition fee amount
- Number of installments
- Due dates for each installment
- Any additional fees associated with the program

Sincerely,

[Your Name]