

Request for Tuition Fee Payment Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[School/College Name]

[Office of Student Financial Services/Admissions Office]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a payment plan for my tuition fees for the [insert academic year/semester] at [School/College Name]. Due to [briefly explain reason, e.g., financial circumstances, unforeseen expenses], I am unable to pay the total amount upfront.

I would appreciate the opportunity to discuss a feasible payment plan that would allow me to continue my studies without interruption. I am committed to fulfilling my financial obligations and would be grateful for your assistance in this matter.

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

Sincerely,

[Your Name]