Request for Tuition Fee Breakdown

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to kindly request a detailed breakdown of the tuition fees for the upcoming academic year for my child, [Child's Name], who is currently enrolled in [Grade/Class Name].

Understanding the various components of the tuition fees will greatly assist us in our financial planning for the year ahead.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]