

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to inquire about the possibility of adjusting the tuition fees for my child, [Child's Name], who is currently enrolled in [Grade/Class Name].

Due to [briefly explain your situation, e.g., financial hardship, job loss, etc.], I am finding it increasingly challenging to meet the current tuition obligations. I greatly value the education that [School Name] provides and want to ensure my child continues to benefit from this excellent institution.

I kindly request you to consider my situation and whether there are options for tuition fee adjustments, scholarships, or any financial aid available for families in need. I am more than willing to discuss this matter further and provide any necessary documentation.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]