

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Admissions Office
[School Name]
[School Address]
[City, State, Zip Code]

Dear Admissions Officer,

I hope this message finds you well. I am writing to inquire about the tuition deadlines for the upcoming academic year at [School Name]. As we are considering your institution for our child's education, having this information would greatly assist us in our planning.

Could you please provide details regarding:

- Tuition payment deadlines
- Any applicable late fees
- Payment plan options, if available

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
Your Name