

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [School Administrator's Name],

I hope this message finds you well. I am writing to formally request a payment plan for my child's tuition at [School Name] for the [Academic Year]. Due to unforeseen circumstances, I am unable to pay the full tuition amount upfront.

Understanding the importance of maintaining my child's education, I would like to propose a payment plan that would allow for more manageable payments over the course of the year. I am committed to fulfilling this obligation and ensuring that my child continues to receive a quality education at your esteemed school.

Could you please provide me with the available options for tuition payment plans? I am open to discussing any terms that may be necessary to facilitate this request.

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

Sincerely,

[Your Name]