

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed breakdown of the pricing structure at [School's Name]. As I consider options for my child's education, having a clear understanding of the tuition fees, additional costs, and any potential financial aid opportunities is crucial.

Specifically, I would appreciate information on the following:

- Tuition fees for each grade level
- Additional fees (e.g., registration, materials, extracurricular activities)
- Payment plans available
- Financial aid and scholarship opportunities

Thank you for considering my request. I am eager to learn more about what [School's Name] has to offer and how it can fit into our educational goals. I look forward to your prompt response.

Sincerely,

[Your Name]