

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[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 seek clarification regarding the current tuition fees and additional charges associated with attending [School's Name] for the upcoming academic year.

Specifically, I would like to understand:

- The breakdown of the tuition fees, including any potential increases.
- Details on additional fees for activities, materials, and other expenses.
- Any available payment plans or financial aid options.

Your assistance in this matter would be greatly appreciated, as it will help me make informed decisions regarding my child's education. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]