

# Request for Fee Structure Details

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

Date: [Current Date]

Dear Sir/Madam,

I hope this message finds you well. I am writing to request detailed information regarding the fee structure for the upcoming academic year at [School Name].

As a prospective parent, it is essential for us to understand all the associated costs, including tuition fees, registration fees, and any additional charges that may apply.

We are very interested in enrolling our child in your esteemed institution and would appreciate any brochures or documents that outline your fee structure.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Address]  
[Your City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]