

Program Fee Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the details regarding the fee structure for the [Program Name] scheduled to start on [Start Date].

As per our previous communication, the total fee for the program is [Total Fee Amount]. This amount covers [list what is included, e.g., tuition, materials, etc.].

In addition, I would like to highlight any applicable discounts or payment plans that might be available:

- [Discount/Plan 1]
- [Discount/Plan 2]

For any further questions or additional information, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]