

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed explanation regarding the tuition fees billed for the [specify term or year] semester.

Despite reviewing the provided materials, I find myself needing clarification on specific charges and how they were calculated. I would greatly appreciate it if you could provide a breakdown of the tuition fees, along with any additional costs that may apply.

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

Sincerely,

[Your Name]