

Request for Fee Concession

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title/Position]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to respectfully request a discussion regarding a possible fee concession for my [son/daughter/ward], [Child's Name], who is currently enrolled in [Course/Year/Program] at [Institution Name].

Due to [brief explanation of circumstances, e.g., financial difficulties, unexpected medical expenses], it has become increasingly challenging for our family to meet the current fee structure. We value the education and opportunities provided by your esteemed institution and are keen to explore any available options to assist us in this matter.

I would greatly appreciate the opportunity to discuss this with you at your earliest convenience. Please let me know a suitable time for us to meet or discuss this over the phone.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Student]