

Tuition Fee Breakdown

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to provide you with a detailed breakdown of the tuition fees for the upcoming academic year.

Tuition Fee Breakdown

Description	Amount
Tuition Fee	[\$[Insert Amount]]
Registration Fee	[\$[Insert Amount]]
Activity Fee	[\$[Insert Amount]]
Insurance Fee	[\$[Insert Amount]]
Materials Fee	[\$[Insert Amount]]
Total Amount Due	[\$[Insert Total Amount]]

Please ensure that the total amount is paid by [Insert Due Date] to avoid any late fees.

If you have any questions or require further information, do not hesitate to contact us at [Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]