

Tuition Fee Payment Arrangement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[School/University Name]

[School/University Address]

[City, State, Zip Code]

Subject: Request for Tuition Fee Payment Arrangement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a payment arrangement for my tuition fees for the [specific term/year]. Due to [briefly explain your circumstances, e.g., financial difficulties, unexpected expenses], I am unable to pay the full amount by the due date.

I would greatly appreciate your understanding in this matter and would like to propose a payment plan that works for both parties. I am prepared to make an initial payment of [amount] and would like to discuss the possibility of spreading the remaining balance over [number] months.

Thank you for considering my request. I am hopeful for a positive response and look forward to discussing this arrangement further.

Sincerely,

[Your Name]

[Student ID (if applicable)]