

# Request for Partial College Application Fee Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Office of Admissions

[College/University Name]

[Office Address]

[City, State, Zip Code]

Dear Admissions Officer,

I hope this message finds you well. I am writing to request a partial payment of the application fee for the [specific program or department] at [College/University Name]. My application will be submitted by the deadline of [insert deadline], and I am very enthusiastic about the possibility of becoming a part of your esteemed institution.

Due to [briefly explain your financial situation], I am unable to cover the full application fee at this time. I am committed to my academic pursuits and believe that [College/University Name] is the right fit for my educational goals.

I kindly ask if it would be possible to reduce the application fee to [requested amount], allowing me to proceed with my application without further financial strain. I assure you that I am dedicated to contributing positively to the campus community.

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

Sincerely,

[Your Name]