

Tuition Fee Payment Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a payment plan for my tuition fees for the upcoming academic year at [Institution Name]. Due to [brief explanation of financial circumstances], I would greatly appreciate your consideration of this proposal.

My proposal includes the following payment schedule:

- Initial payment of [Amount] by [Date]
- Subsequent payments of [Amount] on a monthly basis for [Number] months
- Final payment of [Amount] by [Date]

I believe this plan will enable me to continue my education without interruption. I am committed to fulfilling my financial obligations and ensuring that all fees are settled as proposed.

Thank you for considering my request. I look forward to your positive response and am available to discuss this further at your earliest convenience.

Sincerely,

[Your Name]