

# Request for Tuition Fee Adjustment

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[University's Name]  
[Office of Student Financial Services]  
[University's Address]  
[City, State, Zip Code]

Dear [Name of the Officer/Committee],

I hope this message finds you well. I am [Your Full Name], a current student in the [Your Program] at [University's Name], student ID [Your Student ID]. I am writing to formally appeal for an adjustment to my tuition fees for the [Specify Semester/Year].

Due to [Brief Explanation of Your Circumstances - e.g., unexpected financial hardship, medical issues, etc.], I am currently facing challenges in managing my tuition payments. Despite my efforts to secure funding, my situation has not improved. I am committed to my education and have maintained [Mention Academic Performance or Achievements, if applicable].

Given these circumstances, I kindly request a reconsideration of my tuition fee structure or the possibility of a payment plan that is more manageable for me. I believe this adjustment would allow me to continue my studies with less financial strain.

Thank you for considering my request. I am hopeful for a positive response and am willing to provide any further documentation to support my appeal.

Sincerely,

[Your Full Name]  
[Your Student ID]