Request for Reassessment of University Fees

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reassessment of my university fees for the [specify term/year]. I believe that there are grounds for reconsideration based on [briefly state reason, e.g., financial hardship, academic achievement, etc.].

I am currently enrolled in the [Your Program] and have maintained a [GPA or performance descriptor, if applicable]. Given my circumstances, I kindly ask for your assistance in reviewing my situation and considering a potential adjustment to my fees.

I have attached relevant documentation to support my request, including [list any attached documents, e.g., financial statements, letters of recommendation, etc.].

Thank you for taking the time to consider my request. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]