

Request for Tuition Fee Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name/Office],

I hope this letter finds you well. I am writing to formally request a review of my tuition fees for the [insert academic term/year]. As a dedicated student of [your program/major] at [University Name], I have encountered [briefly explain your reason, e.g., financial difficulties, unexpected circumstances, etc.].

Given my current situation, I kindly ask for your consideration in revisiting my tuition fees to explore any possible adjustments or financial assistance options that may be available. I am committed to my education and strive to maintain my academic performance.

Thank you for considering my request. I look forward to your positive response. Please let me know if you need any additional information or documentation.

Sincerely,

[Your Name]

[Student ID Number]