

# Tuition Modification Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[University Name]

[University's Financial Office Address]

[City, State, Zip Code]

Dear [Financial Aid Officer's Name],

I hope this letter finds you well. I am writing to formally inquire about the possibility of modifying my tuition for the current academic year. Due to [briefly explain your circumstances, e.g., unforeseen financial difficulties, changes in my personal situation], I am facing challenges in meeting the tuition payments.

I would greatly appreciate any information regarding available options for tuition modification, such as payment plans, scholarships, or financial aid adjustments that may be applicable to my situation.

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

Sincerely,

[Your Name]

[Your Student ID]