

Tuition Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Financial Aid Office/Registrar's Office],

I am writing to formally request a refund of my tuition fees for the [specific semester or term, e.g., Fall 2023] due to [briefly explain your reason, e.g., unexpected circumstances, withdrawal from the course, etc.].

My student ID is [your student ID]. I have attached relevant documentation to support my request, including [list any included documents, e.g., withdrawal forms, medical records, etc.].

I understand the institution's refund policy, and I hope my situation will be considered for a full/partial refund. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]