

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Subject: Request for School Fee Concession

Dear [Principal's Name],

I hope this letter finds you well. I am [Your Name], the parent of [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name].

I am writing to formally request a concession on the school fees due to [briefly explain your reason, e.g., financial difficulties, medical expenses, etc.].

We have always valued the education and support our child receives at [School's Name], and we are committed to ensuring that [he/she/they] continues to thrive in this environment. However, [provide a bit more detail about your situation].

I kindly request you to consider our application for a fee concession for the upcoming academic year. Any support or advice on how to proceed with this request would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]