

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

[Recipient's Name]
[Kumon Center Name]
[Center Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request financial assistance for my child, [Child's Name], who is currently enrolled in your Kumon program.

Due to [brief explanation of your circumstances, e.g., job loss, medical expenses], our financial situation has changed significantly, and we are struggling to cover the tuition fees. [Include any relevant details that might support your case.]

We value the education and support that Kumon provides, and we believe that continued enrollment in your program is vital for my child's academic growth. Therefore, I kindly request any available financial assistance or scholarship options that may help us continue with the program.

Thank you for considering our request. I look forward to discussing this matter further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]