

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

Dear [Principal's Name/School Administration],

Subject: Inquiry Regarding Tuition Fees

I hope this letter finds you well. I am writing to inquire about the tuition fees for the upcoming academic year at [School Name].

As a parent of [Child's Name], who is currently enrolled in [Grade/Class], I would like to understand the payment structure, deadlines, and any available financial aid options that may assist families in managing tuition costs.

Additionally, if there are any planned increases in fees or changes to the payment policy, I would appreciate you sharing that information at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Relationship to the Student]