

[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: Application for School Fees Exemption

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request an exemption from school fees for my child, [Child's Name], who is currently in [Grade/Class] at [School's Name].

Due to [brief explanation of the reason for the request, e.g., financial hardship, medical issues], our family is facing significant challenges that make it difficult to meet the financial obligations of the school fees.

We are committed to [Child's Name]'s education and believe that continuing their studies at [School's Name] is essential for their development.

I kindly request your understanding and support in considering our application for fee exemption. I am willing to provide any necessary documentation to support our case.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Relationship to the Child]