

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Tuition Fee Refund

I hope this letter finds you well. I am writing to formally request a refund of my tuition fees for the [specific term/year] due to [brief reason for the request, e.g., withdrawal from the course, financial hardship, etc.].

I have attached all relevant documentation, including [list any attached documents, e.g., tuition payment receipts, withdrawal application, etc.], to support my request.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID (if applicable)]