

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

[Recipient's Name]
[Institution's Name]
[Office of Tuition Refunds/Financial Services]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refund for my tuition payment for the [specific semester or term] due to [briefly explain the reason, e.g., withdrawal from the program, financial hardship, etc.].

My details are as follows:

- Student ID: [Your Student ID]
- Program of Study: [Your Program]
- Amount Paid: [Amount]

Given my circumstances, I believe I am eligible for a tuition refund according to the institution's policy. I have attached any necessary documents to support my request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]