

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Institution's Name]  
[Institution's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Tuition Recovery Request

I hope this letter finds you well. I am writing to formally request a recovery of tuition fees paid for the [semester/term/year] at [Institution's Name]. Due to [briefly explain the reason for your request, e.g., unexpected circumstances, withdrawal from the program, etc.], I am seeking a refund of the tuition amounting to [specific amount].

[Provide a brief explanation of your situation, any pertinent details, and supporting reasons for your request.]

I have attached [list any documents you are including, such as proof of payment, withdrawal confirmation, etc.] to support my request.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you need further information.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]