

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

Dear [Recipient Name],

Subject: Request for Tuition Payment Refund

I hope this letter finds you well. I am writing to formally request a refund for the tuition payment made for [specific course/program name] for the [academic term/semester/year] due to [brief reason for refund request, e.g., withdrawal from the course, financial hardship, etc.]. I paid a total of [amount] on [payment date] via [payment method]. My student ID is [your student ID].

According to the institution's refund policy, I believe I am eligible for a refund under the circumstances outlined. I have attached [list any supporting documents, e.g., payment receipt, withdrawal confirmation] for your reference.

I kindly ask that you process my refund at your earliest convenience and inform me of any next steps required from my end.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)