

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

Dear [School Administrator's Name or "Tuition Refund Department"],
I hope this message finds you well. I am writing to formally request a
refund of my tuition fees for the [Academic Year/Term] at [School's
Name].

My details are as follows:

- Student Name: [Your Name]
- Student ID: [Your Student ID]
- Program/Course: [Your Program/Course]

Due to [reason for requesting a refund, e.g., financial difficulties,
personal circumstances, withdrawal from the program], I am requesting a
full/partial refund of my tuition fees. I understand the school's
policies regarding refunds, but I hope you can consider my situation.
I have attached any necessary documents that support my request. I would
appreciate your prompt attention to this matter and look forward to your
response.

Thank you for your understanding.

Sincerely,
[Your Name]