

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[College Name]
[Office of Student Accounts/Financial Services]
[College 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 semester/year] at [College Name]. Due to [brief explanation of the reason for the refund request, e.g., withdrawal from the program, course cancellation, financial hardship, etc.], I believe that I am eligible for a refund in accordance with the college's policies.

My student ID is [Your Student ID], and I have attached the necessary documents [list any attached documents such as enrollment forms, withdrawal confirmation, etc.] to support my request.

I would appreciate your assistance in processing this refund as soon as possible. Please let me know if you require any further information.

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)]