

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

[Date]
[Recipient's Name]
[Title]

[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal for Tuition Fee Dispute

I hope this letter finds you well. I am writing to formally appeal the tuition fee assessment for the [Specify Term/Year, e.g., Fall 2023 semester] at [Institution's Name]. My student ID is [Your Student ID].

[Briefly explain the reason for the dispute, e.g., unexpected financial hardship, scholarship eligibility, billing error, etc. Include any relevant details that support your case.]

I have attached [mention any documents, such as receipts, correspondence, or financial statements that support your appeal].

I respectfully request a reconsideration of my tuition fees and any associated penalties. I appreciate your time and understanding regarding this matter, and I look forward to your prompt response.

Thank you for your attention to this appeal.

Sincerely,
[Your Name]