

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

[University/Institution Name]
[Office of Student Services/Finance Department]
[Institution Address]
[City, State, Zip Code]

Subject: Tuition Fee Refund Application

Dear [Recipient's Name/Title],

I hope this message finds you well. I am writing to formally request a refund of my tuition fees for the [specific term/semester] due to [briefly state reason, e.g., withdrawal from the program, change in circumstances, etc.].

My details are as follows:

- Student ID: [Your Student ID]
- Program/Department: [Your Program/Department]
- Amount Paid: [Total Tuition Amount]
- Payment Date: [Date of Payment]

I have attached relevant documents to support my request, including [list any attached documents, e.g., proof of payment, withdrawal confirmation, etc.].

I kindly ask you to process my request at your earliest convenience, and I look forward to your prompt reply regarding the status of my application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]