

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

[Institution's Name]
[Office of Admissions/Finance]
[Institution's Address]
[City, State, Zip Code]

Subject: Tuition Fee Refund Request

Dear [Recipient's Name/Admissions Office],

I hope this message finds you well. I am writing to formally request a refund of my tuition fees for [specific semester or academic year] due to [reason for refund, e.g., withdrawal from the program, financial hardship, etc.].

My details are as follows:

- Student ID: [Your Student ID]
- Program of Study: [Your Program]
- Enrollment Term: [Term, e.g., Fall 2023]

I have attached [any relevant documentation, e.g., withdrawal notice, financial statements] to support my request. According to the institution's refund policy, I believe I am eligible for a refund due to [briefly explain your eligibility based on the policy].

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]