

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Institution's Name]
[Office of Admissions/Financial Services]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name/Office of Admissions],
Subject: Tuition Fee Refund Request

I hope this letter finds you well. I am writing to formally request a refund for my tuition fees for the [specific term/year, e.g., Fall 2023 semester] due to [reason for refund request, e.g., withdrawal, program cancellation, financial hardship].

My student ID number is [your student ID number], and I have attached the necessary documentation to support my request, including [list any relevant documents, e.g., proof of withdrawal, medical letter, etc.]. According to the institution's refund policy, I believe I am eligible for a refund of [specify amount if applicable]. I would appreciate your prompt attention to this matter and a confirmation once my request has been processed.

Thank you for your understanding and support. Please feel free to contact me at [your phone number] or [your email address] if you need any additional information.

Sincerely,

[Your Name]
[Your Student ID Number]