

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

[Recipient's Name]
[University/College Name]
[Office of Financial Aid/Admissions]
[University/College Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal for Tuition Fee Adjustment

I hope this letter finds you well. I am writing to formally appeal the tuition fees assessed for the [academic year/term] at [University/College Name].

[Briefly explain your situation and reasons for the appeal, including any extenuating circumstances, changes in financial status, or relevant documentation you are providing.]

I have attached [list any documents, such as tax returns, medical bills, or other relevant paperwork] to support my appeal. I kindly request that you review my circumstances and consider adjusting my tuition fees accordingly.

Thank you for your attention to this matter. I look forward to your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID (if applicable)]