

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[School/University Name]  
[Office of Financial Aid/Accounts Department]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Tuition Fee Adjustment

I hope this message finds you well. My name is [Your Name], and I am a student in the [Your Program/Department] at [School/University Name], with student ID number [Your Student ID].

I am writing to formally request an adjustment to my tuition fees for the [specific semester/academic year]. Due to [briefly explain your reason - e.g., financial hardship, change in family circumstances, etc.], I believe I am eligible for a reconsideration of my current tuition costs.

[Provide any additional details that support your request, such as relevant supporting documents or changes in your financial situation.]

I kindly ask that you review my situation and consider making the necessary adjustments. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]