

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

[Recipient's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Grade/Year] student at [School's Name]. I am writing to formally request a reduction in my tuition fees for the upcoming academic year due to [briefly explain your circumstances, e.g., financial hardship, change in family situation, etc.].

Despite my best efforts to manage my finances, [provide a bit more detail regarding your situation]. As a dedicated student, I am committed to continuing my education at [School's Name], and a reduction in tuition would greatly assist me in achieving this goal.

I have attached [any relevant documents, such as financial statements or hardship letters, if applicable] to support my request. I appreciate your understanding and consideration of my situation, and I hope to discuss this matter further at your convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]