

Write a Letter to Principal for Fee Concession - Example

[Your Name]
[Your Address]
[City, State ZIP Code]
[Date]

[Principal's Name]
[School Name]
[School Address]
[City, State ZIP Code]

Dear Sir/Madam,

I am writing this letter of Write a Letter to Principal for Fee Concession to request a fee concession for my child [Your Child's Name], who is studying in [Class]. Our family has been facing financial difficulties due to unforeseen circumstances, and we are unable to pay the full school fees.

I request you to kindly consider our situation and grant a fee concession for this academic year. We assure you that our child will continue to work hard and maintain good academic performance. We have attached all necessary documents as proof of our financial situation.

Thank you for your time and consideration.

Sincerely, [Your Name]