

A Request Letter for Fee Concession

[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 to request a fee concession for this academic year. I am a student of Class [Your Class] in your school and I have been facing financial difficulties lately due to my father's sudden job loss. He has been unable to find a new job and it has become difficult for us to afford the full school fee.

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

Thank you for your time and consideration.

Sincerely,
[Your Name]