

Write a Letter to Your Principal for Fee Concession - Email Format

Subject: Request for Fee Concession

Dear [Principal's Name],

I am writing this email to request a fee concession for my child [Child's Name] who is studying in [Grade/Class] at your esteemed school. Due to unforeseen circumstances, I am facing financial difficulties, and it has become challenging for me to pay the full tuition fees for my child.

I am committed to providing the best education for my child, and I believe that your school can offer them the best possible education. Therefore, I would like to request a fee concession for this academic year, so that my child can continue their education without any interruptions.

I assure you that I will make every effort to pay the remaining fees on time, and I am willing to work with you to come up with a feasible payment plan. I would be grateful if you could consider our request and provide us with a feasible concession.

Thank you for your time and understanding.

Sincerely,

[Your Name]