

## Write a Letter to Your Principal for Fee Concession - Template

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

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

Subject: Request for Fee Concession

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to bring to your attention my current financial circumstances and to request a fee concession for the upcoming academic year at [School Name].

Due to [mention the reason for financial strain, e.g., loss of employment, family hardship], I am facing challenges in meeting the full financial obligations of the school fees. I genuinely value the education provided by [School Name] and wish to continue my child's education here.

I kindly request your understanding and support in granting a fee concession to alleviate the financial burden. I am willing to provide any necessary documentation or information to validate my current situation. I assure you that, given the concession, I will make every effort to ensure my child's continued participation and engagement in school activities.

I appreciate your consideration of my request and would be grateful for an opportunity to discuss this matter further if needed. Thank you for your time and understanding.

Yours sincerely,

[Your Full Name]  
[Your Child's Name and Class]  
[Your Signature, if sending a physical letter]