Request for Refund of School Tuition Fees

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

Owing to some financial issues, I won’t able to continue my studies for the time being. [State the reason for suspending your studies]. I have decided to take a break from my studies and sort the issue. My request to freeze this semester has already been approved by the Admission Office. I will cover up the course of this semester in summer vacations.

Therefore, I request you to refund my semester fees as I am not going to attend this semester. I will be grateful if my letter is favourably approved.

Yours sincerely,

[Your Name]