

Date: June 12, 2024
From: Jane Doe
123 Main Street
City, State, ZIP

To: Office of the Registrar
University of Example
456 College Avenue
City, State, ZIP

Subject: Structured Request for Tuition Fee Repayment

Dear Sir/Madam,

I am writing to formally request the repayment of tuition fees I have previously paid for the academic term **Spring 2024**. Due to my withdrawal from courses as of **April 10, 2024**, as documented by the attached university withdrawal form, I believe I am eligible for a tuition refund according to the university's refund policy.

Student ID: 202412345

Program: Bachelor of Science in Computer Science

Amount Paid: \$4,200.00

Payment Reference: TXN321654987

Date of Payment: January 6, 2024

I kindly request that the tuition repayment be processed at your earliest convenience. Please let me know if any further information or documentation is required from my side to facilitate the process.

Thank you for your attention to this request.

Sincerely,

Jane Doe
janedoe@email.com
(123) 456-7890

Important Notes:

- Attach all relevant documents (e.g. official withdrawal form, proof of payment).
- Check and reference the institution's refund policy before submitting the letter.
- Provide clear identification, payment, and contact details.
- Be concise and formal in your request.
- Keep a copy of all correspondence for your records.