

Tuition Fee Refund Request Letter

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

[Date]

To,
The Registrar / Accounts Department
[Institution Name]
[Institution Address]
[City, State, ZIP Code]

Subject: Request for Refund of Tuition Fee

Dear Sir/Madam,

I am writing to formally request a refund of my tuition fee paid for [Course/Program Name] for the [Semester/Academic Year], with student ID [Your Student ID]. Due to [briefly state the reason for refund, e.g., personal reasons, medical grounds, admission withdrawal, etc.], I am unable to continue my studies at [Institution Name].

As per the institution's refund policy, I believe I am eligible for a refund. I have attached all the relevant supporting documents for your reference.

Kindly process my request at the earliest and let me know if any further information or documents are required.

Thank you for your assistance.

Sincerely,

[Your Name]
[Student ID]

Important Notes:

- Always check and refer to the institution's official refund policy before submitting your request.
- Attach all necessary supporting documents (receipts, withdrawal forms, medical certificates, etc.).
- Clearly mention your student ID and contact details for prompt processing.
- Retain a copy of the letter and any attached documents for your records.
- Follow up with the institution if you do not receive a response within the expected time frame.