

Application for Fee Concession

The Headmaster

[School Name]

[School Address]

[City, State, ZIP Code]

Subject: Application for Fee Concession

Respected Sir/Madam,

I am writing to request a concession on my school fees due to financial difficulties that my family is currently experiencing. My father, who is the primary breadwinner, has recently [explain the situation, e.g., lost his job, faced a significant pay cut, incurred unexpected medical expenses], which has severely impacted our household income.

I am a dedicated and hardworking student, consistently maintaining good academic performance and participating actively in extracurricular activities. Despite our financial constraints, I am determined to continue my education at [School Name], as it provides a nurturing and enriching environment for my academic and personal growth.

I kindly request you to consider granting me a fee concession to help alleviate the financial burden on my family. Enclosed with this application are relevant documents supporting our current financial situation. Your understanding and support in this matter would be greatly appreciated.

Thank you for considering my request. I am hopeful for a positive response and am willing to provide any further information if required.

Yours sincerely,

[Your Name]

[Class/Grade and Section]

