

To,
The Principal,
DIAMOND PUBLIC SCHOOL
SASARAM ROAD PARASIYA, KOCHAS

Date:

Subject: Request for concession in fee

Respected Sir/Madam,

With all due respect, My name is _____ and I am parent/guardian
of _____. My ward reads Class & Sec: _____ Roll
No: _____ with Admission No: _____. I am writing this letter to bring in
your concern that I will not be able to pay the fees of my ward for the session
_____ of Amount _____.

I do not want any break in my ward's education, so I humbly request you to provide me
with some concessions. I want to tell you that my _____
is excellent in academics and definitely needs a chance to shine in her future.

I hope that you will consider my request as genuine and let my ward a concession so that
he/she may continue classes.

Thanking You,

Name: _____

Mobile no: _____