

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: \_\_\_\_\_