

## **Request for Permission to Pay Fees in Installments**

[Your Name]

[Your Student ID]

[Your Program/Major]

[Your Contact Information]

[Date]

[Department Head's Name]

[Department Name]

[College/University Name]

[Department Head's Contact Information]

Subject: Request for Permission to Pay Fees in Installments

Dear [Department Head's Name],

I hope this letter finds you well. I am writing to respectfully request your consideration for the option to pay my tuition fees for the upcoming semester in installments.

I am currently enrolled in the [Your Program/Major] program, and I am committed to completing my education at [College/University Name]. However, I am facing some financial challenges that make it difficult for me to pay the entire semester's fees in a lump sum by the due date.

I want to assure you that my commitment to my studies remains unwavering. I have maintained a strong academic record and actively participate in extracurricular activities that align with the values of our institution. Unfortunately, due to unforeseen circumstances, I find myself in a situation where the full payment of fees at once is a significant burden.

I kindly request your understanding and consideration in allowing me to pay my fees in installments. This approach would greatly alleviate my financial strain and enable me to continue focusing on my studies and contributing positively to the college community.

I am prepared to create a feasible installment plan that outlines the timeline and amounts for each payment. I am committed to adhering to the schedule and ensuring that the complete fee is paid by the end of the semester.

I am grateful for the education I have received at [College/University Name], and I am eager to continue benefiting from the opportunities it provides. I understand that the college has policies and procedures to uphold, and I appreciate any consideration given to my request.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]