**Application for School Fee Discount**

To,

The Principal,

ABC Science School,

SSS Road, Lahore.

Venerated Sir,

With great respect it is stated that two of our sons have been studying under your kind supervision since last couple of years.

Currently, they are the students of Grade 5 and Grade 6 and have been maintain an excellent academic records right from the beginning.

Unfortunately, we have suffered huge losses in our business thus it has become difficult for us to pay the monthly dues. As of now we have been quite regular in the payments and there are no pending liabilities at the moment. However, we would like to request the management a kind favor and appreciate if their dues can be revised to at least 30% discount so that we can pay for them without fail.

If required, we can submit some documental evidences to support our concern.

Expecting a positive response.

Best Regards,

Parents,

ABC- Grade 5, Roll No.

## Fee Concession Application for Discount

To,  
The Principal,  
Skill  School,  
Lahore

Dear Madam,

I, Sumaira Salahuddin , am studying in Class VI-B. I am good in studies as I stood first in the whole session. I want to put a request before you. My father gets a small salary and we live in a backward area of Lahore. He is not able to pay my [school fee](http://semioffice.com/applications/general-applications/application-fee-installments-university/) as most often much is spent on dropping me at school and mine campus is quite far away. My father alone manages me and my two brothers and he left with small amount to live with.

Therefore, I request you to grant me fee concession. I shall be grateful to you for this help.

Thanking you.

Yours obediently,

Sumaira Salahuddin

## Application for Fee Concession for University Student

**Subject: Request for fee concession for disabled student**

With due honour, it is stated that I am Ali Rashid, student of Department of Economics, studying at Punjab University. I am an orphan and have to bear all the study expenses on my own. Moreover, I am [disabled](http://semioffice.com/certificates/disability-certificate-format-word-free-download/) by slightly infection of polio in my right leg. My medical report is attached with my request letter to support it.

On the basis of the stated reasons, I want to request for fee concession. If you will grant my request, I would be able to continue my studies. I am looking forward to have a positive hearing from you. Thank you for your time and consideration.

Sincerely Your,

Ali Rashid

MSc Economic

**Application Requesting for The Grant of Fee Concession** :

The Sender's Name,

Door Number and Street's Name,  
Area Name,  
City.  
Postal Code : XXXXXX  
Phone Number : 0000 - 123456789  
  
  
Date :  
  
  
Sir,  
  
  
Most respectfully, I beg to say that I read in class X of your school I passed class IX and secured first place in all the sections. My father is a petty shopkeeper. He has a big family to spport. My grandparents also depend on him. His income is not sufficient enough to support the family. He is not in a position to pay my fees.  
  
  
I take part in all the activities of the school, including games and music. All the teachers are pleased with my work and conduct.  
  
  
Kindly grant me full fee concession. Otherwise I shall not be in a position to continue my studies further. Please consider my case sympathetically.  
  
  
Thanking you.   
  
  
Yours obediently,   
  
Amit Lele  
  
Class X – A

# fee concession sample letter

## [Sample Recommendation Letter for MBA Letter](http://www.foundletters.com/recommendation-letters/sample-recommendation-letter-for-mba-letter/)

From:

Prof.Kyle Bell

King’s Commerce College  
London – LK4 2KG

To:

The Principal  
Radiant Business School  
London – GH2 7JF

14th March, 2012

Dear Sir,

I am writing this letter in recommendation of a student of our college regarding admission in MBA course at your institution.

I am recommending Jose Carlton, a commerce graduate of our college who passed with distinction this year.

I would like to tell you that Jose is a very bright student. He is very serious about his studies and wants to pursue management course to succeed in future. He wants to complete his management course with finance as specialization. He is a very disciplined and sincere student. He will sincerely complete his management course with dedication and hard work.

Further, I would like to inform you that his family’s financial condition is not stable and thus, he cannot afford to pay the tuition fee and bear other expenses. So, I request you to kindly give this student some merit concession for fee as much as possible.

Jose is an intelligent and is of good conduct. I am very much sure that he will take advantage of this help and will complete his course with flying colors. He will be really grateful to you entire life for your favor.

So, please consider his application and my request for fee concession for this student.

Thanking you.  
Prof. Kyle Bell  
King’s Commerce College

## [Application for Fee Concession to Principal of School](http://application-letter-format.blogspot.in/2014/04/application-for-fee-concession-to.html)

The Principal

(School Name)

(School Address)

21st May, 2016 (change date as appropriate)

**Sub: Application for waiver of 50% of fee (Or full fee)**

Respected Mam/Sir,

With due respects, I beg to say that I am a student of your school with a outstanding academic record. I would like to inform you that my family’s financial condition is not stable and even it is hard to meet the minimum household expenses and thus, I cannot afford to pay the school fee.

Hence, I request you to waiver my fee on humanitarian grounds to enable me to pursue my studies further.

Kindly consider my case with a positive outlook and help me to study further, I shall not disappoint you.

Thanking You,

Yours Faithfully

(Father's Name)

Student Name :

Class :

Roll Number :

Admission Number :

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## [Application to Principal Requesting for Grant of Fee Concession](http://www.assignmentpoint.com/other/application-principal-requesting-grant-fee-concession.html)

Date: dd/mm/yy

To

The Principal,

College/School Name…

Address….

**Subject: Application for Grant of Fee Concession**

Sir,

Most respectfully, I beg to state that I am studying in (class name…) of your college/school. I passed (which class) and achieve (which place) in all the sections. My father is a Gove. service holder (Father job position). He is not able to support our whole family by his salary. My grandparents also depend on him. My another two sister are studying in your institute. In this situation he is not in a position to pay my fees .

In this circumstances, kindly grant me full fee concession, otherwise I will not be in a position to continue my studies further. Please consider my problems sympathetically.

Your most obediently,

Name….

Sec….roll……

**Application to The Principal of Your College Requesting Concession in Fees** :

The Sender's Name,  
Door Number and Street's Name,  
Area Name,  
City.  
Postal Code : XXXXXX  
Phone Number : 0000 - 123456789  
  
  
Date :  
  
  
Sir,  
  
  
With due regards, I beg to state that I am a student of B.Sc. II year. My father is a retired teacher. He is getting a penision of Rs 1,500 p.m. I have two younger brothers. They are also studying in school. There is no other source of income to the family. My father is unable to pay my fees. This year too, I request your goodness to grant me 100% concession in my tution fees so that I shall be able to continue my studies. I like to apprise you that I secured 89% marks in B.Sc. I year.  
  
  
Please be kind enough to grant me full fees concession.  
  
  
Thanking you,  
Yours obediently,   
B. Krishnana  
B.Sc. II year