To,

The Principal / Warden,

Medix Universty

**Subject: Request for Fee Adjustment**

**Respected Sir,**

**I** hope this letter finds you well. My name is Haseeb Ullah, and I am writing on behalf of myself and my two friends who reside in your esteemed university hostel. First and foremost, we would like to express our appreciation for the accommodation provided to us. We are grateful for the facilities and support extended to us during our stay.

**We** would like to bring an important matter to your attention regarding the duration of our stay at the hostel. Due to personal reasons, we were required to leave the hostel on June 4th and returned on June 12th. Additionally, we have plans to be away from the hostel once again for the Eid vacations, starting from June 23rd. Therefore, we kindly request an adjustment in the fees to reflect the days that we were not present in the hostel during these periods.

**Furthermore,** we regret to inform you that, in addition to the recent absence, we had to skip a total of 9 days in the previous month due to the government conflicts and associated safety concerns. We sincerely apologize for any inconvenience caused by our absence during that period. We assure you that we understand the importance of regular attendance and will strive to maintain it in the future.

**We** understand that the hostel fees are typically calculated based on the duration of our stay. However, due to financial constraints that we are currently facing, it has become difficult for us to manage our expenses. Therefore, we kindly request your understanding and consideration in granting us a fee adjustment for the days that we did not spend in the hostel. This adjustment would greatly alleviate our financial burden and enable us to meet our other essential obligations.

**We** have visited the administration office, as per their guidance, and were advised to submit a formal written request to address this matter. We kindly request your prompt attention to our request and ask that you notify the administration regarding the fee adjustment we are seeking.

**We** sincerely appreciate your understanding and support in resolving this issue. Your cooperation will significantly alleviate our financial challenges and allow us to continue our studies without undue financial stress. We kindly request a timely response to our application so that we may plan accordingly and make the necessary arrangements.

**Thank you** for your attention to this matter, and we look forward to your favorable response.

**Sincerely,**

Haseebullah

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