Date: ------------------

Name of the school,

RE: Request to delay tuition fee due to COVID-19

Respected (name of the principal),

I am the mother of Richard James who reads in 6th class; section B in your school. I am very satisfied with the education system of the school and therefore, want my child to continue his studies in this school.

Given the effects of the Coronavirus on the entire world, we can see the people across the world suffering from the undue financial crisis. Our condition is no different from the rest of the world. Our financial condition is so bad and therefore, we are going through extreme pressure. I am writing this letter to request you to allow me to do some delay in the tuition fee.

Considering the current situation, I am regretful that I have to ask you to do some delay in the tuition fee. I am hopeful that my child will be able to continue studies in your school as I have a plan to pay all the fees of the school once the pandemic period is over. I am hopeful that the school will provide me with the relief that I am asking for.

I am looking forward to your reply.

Regards,

Your name

Your signatures