

# Inquiry Letter for School Admission with Fee Structure Request

Below is a sample letter template you can use to inquire about school admission and request details regarding the fee structure.

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To,  
The Principal,  
[School Name],  
[School Address],  
[City, State, ZIP Code]  
Date: [Insert Date]

**Subject:** Inquiry about Admission Process and Fee Structure for [Class/Grade]

Dear Sir/Madam,

I am writing to inquire about the admission process at **[School Name]** for my child for the academic year [Year] in [Class/Grade]. I kindly request you to provide detailed information regarding the following:

1. Eligibility criteria and admission requirements for [Class/Grade].
2. The application procedure and important dates for submission.
3. The availability of seats for new admissions.
4. A detailed fee structure, including tuition fees, admission charges, and any additional costs.
5. Any scholarship or concession options available.

I would appreciate it if you could also share information about the school's facilities, extracurricular activities, and any other relevant details to support informed decision-making regarding my child's education.

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

Sincerely,  
[Your Name]  
[Your Address]  
[Contact Number]  
[Email Address]

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*Note: Replace the bracketed sections with your personal and the school's relevant details before sending.*