

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

The Admissions Office  
[Name of College/University]  
[Department or Program Name, if applicable]  
[Address of College]  
[City, State, ZIP Code]

Subject: Request for Updated Fee Structure for Distance Learning Programs

Dear Sir/Madam,

I am writing to formally inquire about the **updated fee structure** for your distance learning programs for the upcoming academic session. I am an interested applicant and would appreciate detailed information regarding the following:

- Tuition fees for the chosen academic program(s)
- Enrollment or registration charges
- Any additional costs, such as learning materials, technology fees, or examination charges
- Payment deadlines and available payment options
- Any applicable scholarships or financial aid opportunities

Having precise and up-to-date financial details will greatly assist me-and other prospective students-in making informed decisions and planning the admission and enrollment process accordingly.

Kindly send the requested information at your earliest convenience. Thank you for your attention and support. I look forward to your prompt response.

Sincerely,  
[Your Name]