

[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]