Dear Principal,

We, the parents of Nancy Fox, a student of 5th grade currently studying at your school, are writing this letter to you to request a fee concession. Both I and my husband Mark Fox work day and night to make both our ends meet and we usually succeed in that.

Nevertheless, due to COVID-19, my company laid off a lot of employees on account of a shortage of funds, and sadly I was among those unfortunates. I have not been able to find myself another job opportunity even though I apply to tens of places every day.

Now, our only breadwinner is my husband whose monthly output in terms of finance is not sufficient for our expenditures. I have three other children, and all are studying in different schools. It has become almost impossible for us to fulfill their educational expenses. We have only one option left now, to either request you to make a concession of Nancy’s fee or get her homeschooled for the year which, as you can understand, is not in the best interests of her.

Therefore, I plea to you to decrease her fee for this term at least so Nancy could continue her education at your school like other children.

Sincerely,

Mark Fox & Rosa Fox,  
Parents of Nancy Fox,  
5th Grade,  
ParkWood Elementary School,  
Greensborough, NC