Subject: Request for fee concession

Respectful Principal,

I, Jacinda Mike, am the mother of Joe Black who is currently an 8th-grade student at your school. My domestic circumstances have pushed me to approach you by writing this letter to you.

I am a single mother as Joe’s father deserted both of us when she was only 5-years old. I have been his only guardian and caretaker of all his personal needs. Since he is a very brilliant student, I had moved him from his previous public school to this esteemed institution in the pursuit of better prospects for him.

To provide him with all kinds of facilities, I have been doing three jobs and I was quite happy that I have been able to take care of Joe and my other 2 children in a reasonable way.

Nevertheless, owing to the car accident I had last month, my employers fired me for taking too many leaves. Currently, I have only one job left which is not sufficient to make both ends meet. As you know how brilliant a student Joe is, I do not want my financial circumstances to interrupt her education. Therefore, I request you to make a fee concession for Joe. It could be a merit-based or a need-based scholarship as well.

I would be much obliged to you for this great act of kindness. Should you have any questions or any proposition to make, please feel free to call me at [X] anytime.

Sincerely,

Jacinda Mike,  
Mother of Joe Black,  
8th Grade,  
Henpecked Wood High School, NYC, NY.