**Re. Promissory Note for Partial Tuition Fee Payment**

To Whom It May Concern,

With reference to the above-mentioned subject, this letter serves as a promissory note, promising the repayment of the outstanding payment of tuition fee. I have paid the tuition fee for my current semester partially due to the financial challenges I have been facing.

The [mention the institute’s name] conforms to the students who cannot afford to pay full fees by providing them with the option of paying partial tuition fees in advance and the remaining charges in installments.

In this letter, I hereby admit that I have paid the partial payment of [mention the amount] and I am liable to pay the remaining amount in six installments before the semester ends. However, the installment plan is stipulated by a 5% interest rate which is included in the total payment announced by the Accounts Office.

I promise the payment of the outstanding amount in six installments with an interest rate. I will pay an authorized amount of fine in case of paying late or missing any payments. Moreover, if I do not pay the amount, the institute reserves the complete right to withhold my degree and documents or bring any legal charges against me according to the law.

I am very thankful to the [Name of the institute] who provided me with the chance to enroll in the semester by paying a partial tuition fee stipulated by the repayment of the outstanding amount in installments. Thank you so much for your cooperation.

Enclosure: please find copies of my documents and other required material along with a signed affidavit enclosed.

Kind Regards,

[Name]

[Roll #]

[Semester #]

[Program]

[Department]

[Institute’s Name]