

School Fee Increase Announcement Letter

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

This letter is to inform you that our institute has recently raised the amount of fee by --%. You know that our institute has remained the most reputable institute of [place name]. We have always tried to provide quality education and learning. There is no parallel of our institute when it comes to quality education in affordable fee. Since we invest in our students to make them bright students and responsible citizens we want to facilitate them with better facilities and environment. For this purpose, we have to increase our fee amount so that we can provide even better education and facilities to our students. You are informed that from now onwards the monthly fee of [institutes' name] will be [enter amount].

For further queries please contact at our office numbers in office timings. Thank you

Sincerely,

[You're Name]

[Senders Title] -Optional-