

Date:

To (relevant boarding school personnel),

We are writing to you to ask if it is possible to arrange a discussion regarding our capacity to meet our current financial obligations (tuition and/or boarding fees) for our child/ren (name/s) who attends (school name).

The last (time frame / couple of months / financial year) has been an extremely difficult and challenging time both emotionally and financially for our family and our business. The drought (or other natural disaster) has taken its toll on our finances and we are seeking your support to ensure it does not impact on our children's education.

Our child/ren (name) has/have settled into (school name) and really enjoys his/her boarding and school experience. Children often suffer in silence during times of crisis, not wanting to be a burden to their families and it is important that we are able to offer them support and stability. We have discussed at length our options and we feel that keeping him/her in boarding, in this caring environment where they are settled would be the best for their wellbeing and education.

Can we please discuss possible options for payment with you?

We look forward to your response.

Kind Regards

(Name)