<Address 1>

<Address 2

<Date of letter>

**Mr. No Name**

School Treasurer

<Name of School>

<Address of School>

Subject : Promissory Note for 1ST PRELIMINARY EXAM

: Student: <Name of Student>

: Grade & Section: <Grade & Section of Student>

Dear Mr. No Name:

Greetings of peace!

I am respectfully writing this letter to you to request your Accounting Office thru your intercession to please give us extension to settle our tuition due for the <1st Preliminary Exam> in the amount of <**PXXXXXX.XX>** until the first week of <Month & Year> due to lack of fund at present as <our payday will fall on month-end which is after the scheduled examination.> <state your reason>.

I promise to pay the said amount in full on or before <Month date, year>.

I am hoping for your favorable response and kind consideration on this request.

Thank you and God bless!

Very truly yours,

<Name of Father/Mother>

Father/Mother

Mobile #0917-000-0000

Landline #00-000