

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Proposal for Adjustment of Hz Rate

I hope this letter finds you well. I am writing to formally propose an adjustment to the current Hz rate applied to our ongoing projects/services.

[Provide a brief overview of the current Hz rate, its significance, and the rationale for the proposed adjustment. Include any relevant data or trends that support the need for this change.]

After careful analysis, we have identified that [specific reasons for adjustment, such as changes in market conditions, operational costs, or industry standards]. Therefore, we propose an adjustment of the Hz rate to [new proposed rate] effective [proposed effective date].

[Explain the benefits of this adjustment for both parties, emphasizing mutual growth, improved quality, or sustainability.]

Please feel free to reach out if you require any further information or wish to discuss this proposal in more detail. I appreciate your attention to this matter and look forward to your favorable response.

Thank you for considering our proposal.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization]