

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Subject: Request for Hz Rate Adjustment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the Hz rate applied to my account [Account Number/ID] due to [brief reason for the request].

[Provide detailed explanation of the reason for the adjustment request, including any pertinent information or circumstances that support your case.]

I believe that an adjustment is warranted based on the aforementioned reasons and would greatly appreciate your attention to this matter. Please let me know if you require any further information or documentation to facilitate this process.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,  
[Your Name]