

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for Hz Rate Adjustment

I hope this message finds you well. I am writing to formally appeal the recent decision regarding my Hz rate adjustment, as communicated in [specific document/date].

[Provide a brief explanation of the issue, including relevant details and any previous communications related to the matter.]

I believe that a reconsideration of my situation is warranted due to [explain reasons, providing supporting evidence if applicable].

I appreciate your attention to this matter and look forward to your prompt response. Thank you for considering my appeal.

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]
[Account/Reference Number, if applicable]