

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

Dear [Recipient's Name],

Subject: Request for Rate Adjustment

I hope this letter finds you well. I am writing to formally request a review of the current [specific rate, e.g., "hourly rate" or "service rate"] that I am being charged for [specific service or product].

[Explain the reason for your request, e.g., market changes, comparison with standard rates, or changes in your own circumstances].

I kindly ask that you consider [proposed new rate or adjustment] as a fair adjustment based on [reasoning behind your proposal]. I believe this adjustment would better reflect the value of the service provided and align with current market standards.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]